



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

June 4, 2003

FOOD STAMP CERTIFICATION MANUAL – VOLUME V

TRANSMITTAL #56

This transmittal contains policy changes that stem from the adoption of options offered states through the Food Stamp Reauthorization Act of 2002. These changes include:

- Changed reporting requirements;
- Certification periods of 12 months for most households;
- Requirements for households to file an Interim Report;
- Provisions for five months of Transitional Benefits for former TANF cases; and
- Adoption of certain TANF Program income and resource exemptions.

The Virginia General Assembly mandated the Department implement the Transitional Benefits component and the revised change reporting options. We are implementing income and resource options now for program simplification and program alignment reasons.

The overall provisions of this transmittal are effective July 1, 2003, for applications and actions effective July 1, 2003. ADAPT reconfiguration for needed changes will be moved to production to meet the July 1 effective date. The list of localities exempt from the Work Requirement became effective May 1, 2003 as notified by Broadcast 2062 issued April 14, 2003. The list of local agencies that operate the Food Stamp Employment and Training Program (FSET) became effective June 1, 2003. Affected agencies were previously notified of the changes.

A description of the transmittal changes and guidance for maintenance of the certification manual follow. The certification manual and this transmittal are available on the Intranet at http://www.localagency.dss.state.va.us/support/foodstamp/fs_manual.html and on the Internet at http://www.dss.state.va.us/benefit/fs_manual.html.

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Table of Contents Pages iii-vi	Table of Contents Pages iii-vi	The Table of Contents was revised to reflect new or corrected chapter headings
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Remove Page(s)	Insert Page(s)	Significant Changes
Abbreviations Page 1	Abbreviations Page 1	An entry was added for the Individual Development Account.
Definitions Pages 1-2	Definitions Pages 1-2	The uses for the restricted disability definition were revised to include an exemption from Interim Reporting.
Part I Table of Contents	Part I Table of Contents	The Table of Contents was revised to reflect new page placements.
Pages 5-9	Pages 5-9	The racial codes were revised to allow applicants to select multiple codes; revised the record retention policy to include references to EBT records. The information activities section was revised to include a reference to EBT training materials.
Appendix I Page 1	Appendix I Page 1	The FIPS directory of localities was revised.
Part II Pages 9-12	Part II Pages 9-12	A manual reference was deleted. The section that addressed which agency was responsible for issuance when households move no longer exists. Pages 11 and 12 are carryover pages.
Part III Pages 3-6	Part III Pages 3-6	Verification policy for the Social Security number was revised. Agencies must verify the number through SVES instead of IEVS. The disability verification section was revised to include uses of the restricted definition.
Pages 11-12	Pages 11-12	The documentation section was revised to eliminate the justification for assigning a certification period of more than three months

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		when one's income is less than the shelter costs. The EW must still resolve the budget shortage but the certification period is no longer tied to that evaluation.
Appendix I	Appendix I	The suggested letter for verifying the Social Security number was revised.
Appendix II Pages 1-2	Appendix II Pages 1-2	The entry for age 48 was corrected.
Part IV Page i	Part IV Page i	The Table of Contents was revised to include a section for adjusting the certification period for Transitional Benefits households.
Pages 1-4	Pages 1-4	The certification period guidelines were revised to accommodate the revised Change Reporting requirements and Interim Report filing.
Pages 9-11	Pages 9-11	A section was added for adjusting a certification period for Transitional Benefits.
Part VI Pages 11-20	Part VI Pages 11-20	The chapter heading was corrected. References to coupons and references to group homes being certified as wholesalers were deleted.
Part IX Page i	Part IX Page i	The Table of Contents was revised to reflect new page placements.
Page 4a-17a	Pages 5-17a	Category descriptions for assessing vehicles were added. Two entries in Category 1 were added to include a vehicle for general transportation and a vehicle with a fair market value of less than \$7500. All other categories for vehicles remain the same. A statement

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		was added that while the resource of an owner of record or contract holder is exempt, that same item must count toward the other person. Exclusions for educational sources and for an individual development account and a HUD escrow account were added.
Part X Pages 1-2	Part X Pages 1-2	References were deleted to the shelter standard that applied to cases certified before March 1, 2000. The fixed deduction will no longer apply.
Part XI Entire chapter	Part XI Entire chapter	The requirement to count government subsidies as unearned income and the section to count work-study as earned income were deleted. Policy was added about counting as countable income monthly TANF supplements for child support received. The excluded income section was changed to include deposits into IDA and escrow accounts, additional information about VISTA income exclusions, exclusion for VIEW support services and exclusion for educational income. Policy was also added to exclude interest payments if it is less than \$10 per month.
Part XII Pages i-ii	Part XII Pages i-ii	The Table of Contents was revised to show the Transitional Benefits chapter and to delete the educational income chapter.
Pages 11-12	Pages 11-12	A reference to requiring information for a three-year period for sponsored immigrants was deleted. The income and resources of sponsors and their spouses must be evaluated until the immigrant essentially becomes a citizen.

Remove Page(s)	Insert Page(s)	Significant Changes
Pages 21-24	Pages 21-24	<p>The educational income chapter was deleted. Educational income will no longer count as income for food stamps and there will no longer be any evaluation or any allowance for educational expenses.</p> <p>A chapter is added to establish Transitional Benefits when the public assistance case is closed. Households will receive the same amount of food stamps for five months after the public assistance closure to allow the household a period of transition to adjust to the loss of the income.</p>
Part XIII Part 3-4	Part XIII Part 3-4	References to educational income were deleted from the chapter on evaluating monthly income and deductions. Educational income will no longer count as income for food stamps.
Part XIV Page i	Part XIV Page I	The Table of Contents was revised to show the a new chapter for Interim Reporting.
Pages 1-16	Pages 1-19	The reporting requirements were changed so that household must report only a change of address and if household income exceeds gross income limits. Procedures remain in effect for local agency actions to reflect a household change regardless of whether or not the household needed to report the change. The agency must act on changes as they become known, including requesting verification, if necessary. The Interim Reporting policy was added that requires households to report the household's status in order to receive benefits for the second half of the year-long certification period. Policy was also added that considers the monthly changes

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		to reflect the TANF supplement for support collected as a mass change for food stamps.
Part XV Pages1-4	Part XV Pages1-4	The Work Requirement provisions were changed to allow a federal allowance for states to exempt up to 15 percent of people subject to time-limited benefits. This provision will allow households subject to time-limited benefits to be certified for up to six months. The EW must determine that individuals are eligible for Y1 or Y2 benefits and must evaluate the household members for all other reasons before selecting the “Special Exemption” (E9) code.
Appendix 1	Appendix 1	The list of exempt agencies from the Work Requirement was revised.
Part XXIV Pages i-ii	Part XXIV Pages i-ii	The Table of Contents was revised to note changes in forms and placement in the manual.
Pages 54-55	Pages 54-55	The Notice of Expiration was revised to delete the section to explain why the certification period is ending early.
Pages 56-58	Pages 56-58	The Change Report form was revised to show the new reporting requirements.
Pages 61-70	Pages 61-70	The Record of Entitlement to Lost Benefits, manual worksheet, and the self-employment worksheets were removed from the manual. These forms are obsolete.
		The Request for Verification form has been revised and renamed. The form now makes a distinction between the agency’s request for information and the notice to the household of

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		<p>the missed interview. This version of the form is in the online Forms Drawer. The printed version of the form will be revised when the existing stock is depleted. Local agencies may use either version of the form.</p> <p>The ADAPT Request for Assistance form was revised to include the Children's Health Insurance as an available program that the application would cover.</p> <p>A new form was created to notify households of a missing or incomplete Interim Report form. Local agencies may use this form as a more specific alternative to the Advance Notice of Proposed Action or the Notice of Action form.</p>
Pages 75-77	Pages 75-77	The Internal Action form was revised to document application of EBT account funds toward a claim.
Pages 115-121		The Request for Verification form and the Request for Assistance form were moved to Pages 61-67.
Part XXV Pages i-ii	Part XXV Pages i-ii	The Table of Contents was revised to correct typographical errors.
Appendix I	Appendix I	The list of agencies was revised to show the agencies that will operate the Food Stamp Employment and Training Program (FSET) beginning June 1, 2003. This information was previously communicated to FSET agencies.
Appendix III Pages 26-28	Appendix III Pages 26-28	The statistical report and instructions were revised. The offered and filled section that addressed the Work Experience, Education or Training components for recipients that receive

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time-limited benefits for the Work Requirement was deleted. Guidance was also added to show that registrants may be assigned to multiple components and that the report should capture the multiple assignments.

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Index
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The index was revised to show new entries for Transitional Benefits and Interim Reporting. Page numbers were changed to reflect the changes in the transmittal.



S. Duke Storen
Director
Division of Benefit Programs

Attachment

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ABBREVIATIONS/ACRONYMS

ADAPT	Application Benefit Delivery Automation Project
ADH	Administrative Disqualification Hearing
APECS	Automated Program to Enforce Child Support
ATP	Authorization to Participate
BEERS	Benefit Exchange Earnings Report
BENDEX	Beneficiary Data Exchange
CAPS	Card Activation and Pin Selection
CSR	Customer Service Representative
DCSE	Division of Child Support Enforcement
DMV	Department of Motor Vehicles
DRS	Disqualified Recipient Subsystem
EBT	Electronic Benefits Transfer
EW	Eligibility Worker
FIPS	Federal Information Processing Standard
FmHA	Farmers Home Administration
FNS	Food and Nutrition Service
FS	Food Stamps
FSET	Food Stamp Employment and Training Program
GR	General Relief
HUD	Department of Housing and Urban Development
IDA	Individual Development Account
IEVS	Income Eligibility Verification System
INA	Immigration and Naturalization Act
INS	Immigration and Naturalization Service
IPV	Intentional Program Violation
IRS	Internal Revenue Service
LIHEAP	Low Income Home Energy Assistance Program
NA	Nonassistance
NADA	National Automobile Dealers Association
PA	Public Assistance
PIN	Personal Identification Number
POS	Point-of-Sale
QC	Quality Control
SAVE	Systematic Alien Verification for Entitlement
SDX	State Data Exchange
SSA	Social Security Administration
SSI	Supplemental Security Income
SSN	Social Security Number
SVES	State Verification Exchange System
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
VA	Veterans Administration
VEC	Virginia Employment Commission
WIA	Workforce Investment Act

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Unless otherwise defined in specific chapters of this manual, terms defined in this section shall apply whenever the term is used.

Administrative Disqualification Hearing (ADH) - An administrative disqualification hearing is an impartial review by a hearings officer of a household member's actions to determine whether or not the member committed an Intentional Program Violation (IPV).

Application - The official request for food stamp assistance. An application may be classified as an initial or new application, a reapplication, or a recertification. See also entries for the application classifications.

Disabled Person - The definition of a disabled person that follows must be used for the:

- Determination of group home eligibility;
- Allowance of medical expenses;
- Allowance of unlimited shelter expenses
- Use of net-only income limits in determining income eligibility;
- Evaluation of conditionally-eligible immigrants;
- Allowance of the \$3,000 resource limit;
- Allowance of a 24-month certification period; and
- **Exemption from 6-month interim reporting requirements**

A disabled person is one who:

- a. Is certified to receive or is actually receiving Supplemental Security Income (SSI) benefits or disability or blindness payments under one of the following titles of the Social Security Act:
 - 1) Title I, Grants to States for Old Age Assistance and Medical Assistance for the Aged;
 - 2) Title II, Federal Old Age, Survivors, and Disability Insurance Benefits;
 - 3) Title X, Grants to States for Aid to the Blind;
 - 4) Title XIV, Grants to States for Aid to the Permanently and totally Disabled; or,
 - 5) Title XVI, Supplemental Security Income for the Aged, Blind and Disabled.

This includes SSI presumptive disability payments (regular SSI Benefits for a three-month period paid to persons who will most likely meet SSI disability criteria), and SSI emergency advance payments (a single \$100 SSI payment provided to persons who appear to meet the SSI eligibility criteria who are considered in need of immediate assistance).

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- b. Is certified to receive or receives an Auxiliary Grant.
- c. Is certified to receive or receives disability retirement benefits from a governmental agency because of a disability considered permanent under Section 221 of the Social Security Act.
- d. Is certified to receive or receives an annuity payment under Section 2(a)(1)(iv) of the Railroad Retirement Act of 1974 and is determined to be eligible to receive Medicare by the Railroad Retirement Board; or Section 2(a)(i)(v) of the Railroad Retirement Act of 1974 and is determined to be disabled based upon the criteria used under Title XVI of the Social Security Act.
- e. Is a veteran with a service-connected or nonservice-connected disability rated or paid as total (100%), or is considered in need of regular aid and attendance or permanently housebound under Title 38 of the U.S. Code.
- f. Is a surviving spouse of a veteran and considered in need of aid and attendance or permanently housebound or a surviving child of a veteran and considered to be permanently incapable of self-support under Title 38 of the U. S. Code.
- g. Is a surviving spouse or child of a veteran and entitled to compensation for a service-connected death or pension benefits for a nonservice-connected death under Title 38 of the U. S. Code and has a disability considered permanent under the Social Security Act. For the purpose of this chapter, "entitled" means those veterans' surviving spouses and children who are receiving the compensation or benefits stated or have been approved for such payments, but are not receiving them.

For any household member claiming a permanent disability that is questionable, i.e., not apparent to the EW under this item of the definition of disability, the household shall, at the local agency's request, provide a statement from a physician or licensed or certified psychologist to assist the local agency in making a disability determination.

- h. Is a recipient of disability related medical assistance under Title XIX of the Social Security Act.
- i. Is a recipient of Federal Employee Compensation Act (FECA) payments for permanently disabled employees who opt for FECA benefits in lieu of Civil Service Retirement benefits. Temporary FECA payments to people temporarily injured on the job do not satisfy the definition of disability.

A less restrictive definition of disability is used for other policies such as the work requirement, work registration, student identification, and the evaluation of vehicles.

PART I

INTRODUCTION

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2. Public Notification - Requirements for displaying a nondiscrimination poster and for providing a pamphlet are contained in Part I.I.

F. COLLECTION OF RACIAL/ETHNIC GROUP DATA

Local agencies must record the race and ethnicity of each household.

The racial categories are:

White	American Indian/Alaska Native and White
Black or African American	Asian and White
American Indian or Alaskan Native	Black/African American and White
Asian	American Indian/Alaska Native and Black/African American
Native Hawaiian or other Pacific Islander	Asian and Black/African American
	Other

The categories for ethnicity are:

Hispanic or Latino	Not Hispanic or Latino
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The worker must request the applicant to voluntarily identify the race or ethnic category on the application form. The worker must advise the applicant that the information is voluntary, that it will not affect eligibility or benefit level, and that the reason for the collection of this information is to ensure that there is no discrimination with regard to the receipt of Food Stamp Program benefits.

When the applicant does not voluntarily provide the information, the worker must code the data based on observation. The State Agency must report the racial and ethnic data annually to USDA.

G. RETENTION OF RECORDS (7 CFR 272.1(f))

Food Stamp Program records must be maintained for a minimum of three years from the month of origin of each record. Some records require a longer retention period. The retention period is dependent on the record type and activity related to the record. Annual systematic purging of material unrelated to legal, fiscal, administrative, or program administration is recommended.

1. Certification records must be retained for three years from the end of the certification period or other case action. Certification records may include any material that documents the basis for an allotment, the determination of eligibility, or the establishment of a claim. Records needed to support claims collection activity or long-term eligibility determinations or disqualifications must be kept longer than three years. **Certification records may also include the authorization and issuance of a vault EBT card or authorization for crediting the card replacement fee back to an EBT account.**

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- a. Records related to claims must be kept for three years after a claim is repaid or is administratively closed.
 - b. Records that support investigation of a suspected Intentional Program Violation must be kept until the case has been resolved if the investigation was initiated during the normal three-year retention period for certification actions.
 - c. Records about Intentional Program Violation disqualifications must be kept for the life of the individual or until FNS notifies that the record is no longer needed.
 - d. Records to document work registration, voluntary quit, or work reduction violations must be retained for the life of the individual who caused the violation or until the person reaches age 60, whichever occurs first.
2. Issuance **or administrative** records must be retained for a three-year period. The three-year period may be from the month the federal obligation is paid, from the period of final resolution of the issuance billing process **or three years from the creation of the record**. These records include issuance registers, ATP cards **and EBT records**.
 3. Administrative cost records must be maintained for three years from the date the annual financial status report. These records include fiscal and statistical records, supporting documents, negotiated contracts and any other document related to administrative costs. These records must be retained beyond three years if a claim, litigation or audit is initiated before the end of the three-year period. In these instances, the records must be retained until the claim, litigation, or audit has been resolved.

H. DISCLOSURE OF INFORMATION (7 CFR 272.1(c), 272.1(d))

Use or disclosure of information obtained from food stamp applicant households exclusively for the Food Stamp Program shall be restricted to the following:

1. Persons directly connected with the administration or enforcement of the provisions of the Food Stamp Act or regulations, other federal assistance programs, or federally assisted State programs which provide assistance, on a means-tested basis, to low income individuals. This includes the Office of the Inspector General (OIG) and the Statewide Automated Child Welfare Information System (SACWIS);
2. Employees of the Comptroller General's Office of the United States for audit examination authorized by any other provision of law;

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3. Local, state, or federal law enforcement officials upon their written request, to investigate an alleged violation of the Food Stamp Act or regulations. The written request must include the identity of the individual requesting the information and the authority to do so, the violation being investigated, and the identity of the person on whom the information is requested;
4. Law enforcement officials upon notification that an individual is fleeing prosecution, or imprisonment, or is in violation of parole or, that an individual has information needed to conduct an investigation of a felony or parole violation. The individual's address, Social Security number, and photograph, if available, must be disclosed upon written request (The agency may not disclose scheduled appointment dates or times);
5. The parent locator service to assist in the Child Support Enforcement Program under Title IV-D, upon request; and
6. Persons directly connected with the verification of immigration status of aliens applying for food stamp benefits through SAVE to the extent the information is necessary to identify the individual for verification purposes.

If there is a written request by a responsible member of the household, its currently authorized representative, or a person acting in its behalf, the household representative must be allowed to review material and information contained in the case file, during normal business hours. The agency may withhold confidential information, however, such as the names of individuals who have disclosed information about the household without the household's knowledge, or the nature or status of pending criminal prosecutions.

All local offices of the Department of Social Services must maintain state regulations and manuals that affect the public for examination by the public on regular workdays during regular office hours.

I. PROGRAM INFORMATIONAL ACTIVITIES (7 CFR 272.5)

Food Stamp Program information must be available to applicant and recipient households. Program information includes the rights and responsibilities of households. This information may be conveyed through publications, telephone hotlines, and face-to-face contacts.

1. Booklets/Pamphlets

- a. *Virginia Social Services - **Benefit** Programs* information booklet - Applicants must receive this booklet at the time of each new application. Applicant households must also receive the booklet at each reapplication or recertification if the

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household no longer has a copy of the booklet.

- b. *Virginia Nondiscrimination Program* - Provide the nondiscrimination pamphlet to households upon request.
- c. *Appeals and Fair Hearings* pamphlet - Households must be receive this pamphlet with computer-generated adverse action notices for actions to reduce or terminate the benefits or when applications are denied.
- d. *Virginia EBT Questions and Answers* pamphlet and the EBT wallet card - The local agency or the EBT vendor must provide EBT materials to EBT card recipients upon the initial or replacement issuance of the EBT card. The local agency must provide these EBT materials upon request after the issuance of the EBT card. The agency may provide the *Cardinal Card Reminder* flyer to households as needed.

2. Posters

These posters must be prominently displayed where food stamp applications are taken:

- a. A nondiscrimination poster, e.g., "And Justice for All", or the Virginia Nondiscrimination poster
- b. "Your Food Stamps Rights Toll-Free Hotline"

3. Other Required Activities

- a. The agency must provide an explanation of household rights when applicants request information about the Food Stamp Program. The agency may provide a verbal explanation or it may provide the *Know Your Rights When Applying for Food Stamps* flyer if the applicant is able to read and comprehend the form in English.
- b. The agency must complete the *Food Stamp Program - Hotline Information* form and provide it to each applicant on the day the applicant files a new application or a reapplication.
- c. The local agency must make an effort to answer general or specific questions related to the Food Stamp Program from persons expressing an interest in applying for program benefits. The agency may refer callers to appropriate agency personnel, and if those persons are not available, the agency must arrange to return the call. If it is not possible to return the call, the agency must advise the caller to return the call at a prearranged time when the appropriate personnel will be available to answer the questions.

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J. FAMILY BASED SOCIAL SERVICES POLICY

One of the goals of the Virginia Department of Social Services is to provide an effective social service and public assistance system to meet the basic needs of citizens who need help. The system must provide services within the needy citizen's home community and within an environment that promotes family stability whenever possible. In order to accomplish effective social and public assistance services within Virginia's locally administered, state-supervised system, each local department must administer programs based upon a philosophy of family based social service delivery.

Benefit programs are designed to provide income support benefits to assist families who are unable to provide the necessities of life and maintain minimum standards of health and well-being through their own efforts. Gathering relevant information about a family's situation and assessing that information against the eligibility for benefit programs are the basis for making the eligibility determinations. This process also includes an assessment of need for service programs and other resources to assist the family. If other needs exist, the eligibility worker must refer the family for appropriate services or resources within the agency or community.

Additional information on Family Based Social Services is contained in Volume I, Chapter E., and Volume VII, Section I, Chapter A.

K. PRUDENT PERSON CONCEPT

This manual provides policy guidelines for the Food Stamp Program. The policies are often broad to allow certification staff sufficient flexibility to make reasonable judgments in evaluating individual household circumstances to determine food stamp eligibility and benefit level.

It is not possible to have every potential situation observed in managing a caseload addressed in this manual so the eligibility worker must determine what is reasonable, i.e., the prudent person concept. The eligibility worker must exercise reasonable judgment based on experience, knowledge of the program and logic. The prudent person concept does not eliminate or replace food stamp eligibility requirements or actions. The worker must sufficiently document the case file to allow supervisory staff, appeals officers, reviewers, and colleagues to be able to understand case actions as well as to permit self-review.

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FIPS CODE DIRECTORY

<u>Code</u>	<u>Locality</u>	<u>Code</u>	<u>Locality</u>	<u>Code</u>	<u>Locality</u>
001	Accomack	083	Halifax	171	Shenandoah
003	Albemarle	085	Hanover	173	Smyth
005/	Alleghany	087	Henrico	175	Southampton
560	Clifton Forge	089/	Henry	177	Spotsylvania
580	Covington	690	Martinsville	179	Stafford
007	Amelia	091	Highland	181	Surry
009	Amherst	093	Isle of Wight	183	Sussex
011	Appomattox	095	James City	185	Tazewell
013	Arlington	097	King and Queen	187	Warren
017	Bath	099	King George	191	Washington
019	Bedford	101	King William	193	Westmoreland
021	Bland	103	Lancaster	195	Wise
023	Botetourt	105	Lee	197	Wythe
025	Brunswick	107	Loudoun	199/	York
027	Buchanan	109	Louisa	735	Poquoson
029	Buckingham	111	Lunenburg	510	Alexandria
031	Campbell	113	Madison	520	Bristol
033	Caroline	115	Mathews	540	Charlottesville
035	Carroll	117	Mecklenburg	550	Chesapeake
036	Charles City	119	Middlesex	590	Danville
037	Charlotte	121	Montgomery	620	Franklin City
041/	Chesterfield	125	Nelson	630	Fredericksburg
570	Colonial Heights	127	New Kent	640	Galax
043	Clarke	131	Northampton	650	Hampton
045	Craig	133	Northumberland	670	Hopewell
047	Culpeper	135	Nottoway	680	Lynchburg
049	Cumberland	137	Orange	683	Manassas
051	Dickenson	139	Page	685	Manassas Park
053	Dinwiddie	141	Patrick	700	Newport News
057	Essex	143	Pittsylvania	710	Norfolk
059/	Fairfax County	145	Powhatan	720	Norton
600	Fairfax	147	Prince Edward	730	Petersburg
610	Falls Church	149	Prince George	740	Portsmouth
061	Fauquier	153	Prince William	750	Radford
063	Floyd	155	Pulaski	760	Richmond City
065	Fluvanna	157	Rappahannock	770	Roanoke City
067	Franklin County	159	Richmond County	790/	Staunton
069	Frederick	161	Roanoke County	015	Augusta
071	Giles	163/	Rockbridge	800	Suffolk
073	Gloucester	530	Buena Vista	810	Virginia Beach
075	Goochland	678	Lexington	820	Waynesboro
077	Grayson	165/	Rockingham	830	Williamsburg
079	Greene	660	Harrisonburg	840	Winchester
081/	Greensville	167	Russell		
595	Emporia	169	Scott		

2. Denying the Application (7 CFR 273.2(g)(3))

Households that are found to be ineligible shall be sent the Notice of Action to deny the application as soon as possible but not later than 30 days following the date the application was filed. Part XXIV contains a copy of the Notice of Action and instructions.

3. Processing Cases with Prior Participation in Another Locality

When a household indicates on the application or during the interview that it had been certified in another locality or State, for either the month of application or the prior month, the EW must establish the household's current status with the prior agency. The EW must establish and document the effective date of case closure with the prior agency.

The new locality may not issue duplicate benefits for any months covered by the application if the agency can establish that the household or any of its members are still active in the prior locality.

For household members who are subject to the Work Requirement, the agency must address prior participation in another locality before certifying the members if the agency is aware of such participation. When households move from one Virginia locality to another, the Food Stamp Benefit Tracking Sheet or case information must be shared with the other agency to fully record participation.

Contacts with Other States

If otherwise eligible, benefits must be issued by the new locality if nonparticipation or eligibility, as allowed by the Work Requirement, can be established for applications filed by persons who were certified for food stamp benefits in a State other than Virginia. If the agency is not able to establish whether a household or a household member participated or is not ineligible because of the Work Requirement in the other State, the agency must accept the household's statement regarding participation or eligibility. If there is reason to consider a household's statement questionable, the questionable information must be resolved before the case is approved. For households entitled to expedited service however, resolution of this questionable information must be postponed so that benefit delivery is not delayed beyond expedited processing time.

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The agency must follow-up with the prior agency, after sufficient time for the prior agency to verify if participation occurred in the other state. If duplicate participation occurs for any months in question, the Virginia agency must file a claim for any benefits that the household received while it also received benefits from the other State. The agency is not required to check for participation for the Work Requirement in another State beyond the information provided and addressed through the application and interview.

G. DELAYS IN PROCESSING

If the local agency does not determine a household's eligibility and provide an opportunity to participate within 30 days following the date the application was filed, the local agency must take the following action:

1. Determining Cause (7 CFR 273.2(h)(1))

The local agency must determine who caused the delay using the following criteria:

- a. A delay must be considered the fault of the household if the household failed to complete the application process even though the local agency took all required action to assist the household. The local agency is required to take the following actions before a delay can be considered the fault of the household:
 - 1) For households that failed to complete the application, the local agency must have offered, or attempted to offer, assistance in its completion.
 - 2) If one or more members of the household failed to register for work, as required in Part VIII.A, the local agency must have informed the household of the need to register and given the household at least 10 days from the date of notification to register these members.
 - 3) In cases where verification is incomplete, the local agency must have provided the household with a statement of required verification and offered to assist the household in obtaining required verification, and allowed the household sufficient time to provide the missing verification. Sufficient time will be at least 10 days from the date the local agency's initial request for the particular verification that was missing.

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- 4) For households that failed to appear for an interview, the local agency must have scheduled an interview within 30 days following the date the household filed the application. If the household failed to appear for the interview, and the household does not request that the agency reschedule another interview until after the 20th day but before the 30th day following the application filing date, the household must appear for the interview, bring verification and register members for work by the 30th day; otherwise, the delay will be the fault of the household. If the agency must allow the household additional time to provide information or verification, the delay will be the fault of the household. If the household failed to appear for the interview and requests another interview to occur after the 30th day following the date of application, the delay will be the fault of the household. If the household missed the scheduled interview and misses the one it requested, the household must request another interview and any delay will be the fault of the household.
- b. Delays that are the fault of the local agency include, but are not limited to, those cases where the local agency failed to take the actions described in items 1.a.1. through 1.a.4. above.
- c. In some situations, a case file is complete except for a household member's failure to comply with an eligibility requirement that results in disqualification for noncompliance (e.g. failure to register for work). In such situations the EW must:
 - 1) Ensure that the household had at least 10 days to comply. If the household did not have that timeframe, consider the delay agency-caused and hold the application in pending status for an additional 30 days.
 - 2) If an individual must be disqualified, instead of the entire household, process the case for the remaining household members. Consider the disqualification imposed with the effective date of the initial allotment. If the entire household must be disqualified (e.g., the head of the household failed to register for work, or the household simply has one member), extend the pending status of the case an additional 30 days, as client delay.

2. Delays Caused By The Household (7 CFR 273.2(h)(2))

If by the 30th day the local agency cannot take any further action on the application because of the household's delay, the household will lose its entitlement to benefits for the month of application. In addition to the loss of benefits for the month of application, the agency must prorate benefits from the date the household completes its final task for processing the application. The local agency, however, must give the household an additional 30 days to take any required action.

The local agency must send the household the *Notice of Action* to extend the pending status of the application so that the household will receive the notice by the 30th day. The notice must advise the household of the outstanding actions the household must take to complete the processing of the application. The agency does not need to take any further action, including sending an additional notice, after the agency sends the notice if the household fails to take the required action within 60 days following the application filing date.

The Local agency may include in the notice a request that the household must report all changes in circumstances since it filed its application.

If the household was at fault for the delay in the first 30-day period, but the agency finds the household eligible during the second 30-day period, the local agency must provide benefits from the day the household completes the final required action or provides the last verification. The household is not entitled to benefits for the month of application when the delay was the fault of the household. Once the household furnishes the information necessary to determine its eligibility, it is the agency's obligation to process the case during the second 30-day period.

- 2) Utility Expenses. The local agency must verify a household's utility expenses if the household wishes to claim expenses in excess of the utility standard or if the household is not entitled to the utility standard, but has allowable utility expenses, provided the expense would actually result in a deduction. If the household does not verify actual utility costs by the 30th day, the agency must allow the utility standard if the household is entitled to it. For households that want to use the utility standard, verification that the household incurs a heating or cooling expense is required only if the information presented by the household is questionable and if the expense would result in a deduction. NOTE: Recipients of Low-Income Home Energy Assistance payments are entitled to the utility standard even if they do not incur direct utility costs.
- 3) Telephone Expenses. For households entitled to claim the telephone standard, verification that the household incurs an expense for a basic rate is required only if the information presented by the household is questionable, and if the expense would result in a deduction.

f. Dependent Care Expenses

For those households claiming dependent care expenses, as described in Part X.A.3., the local agency must verify that the household actually incurs the expense and the actual amount of the expense, if allowing the expense could potentially result in a deduction.

g. Resources

The local agency must verify all resources in accordance with Part III.E.

h. Loans

The agency must verify all monies a household receives that the household reports as loans.

i. Medical Expenses

The local agency must verify the amount of any medical expenses that may be deductible, including expenses that the household expects to incur during the certification period. The agency must also verify amounts for reimbursement of medical costs, such as a reimbursement from an insurance company for a

hospital bill. The agency must obtain verification before initial certification if the household indicates the existence of a deduction for a household member who is 60 years of age or older or disabled. For expenses anticipated but not verified at certification, the agency must advise the household that the household will receive the deduction for the expense if the household provides verification during the certification period.

j. Social Security Numbers (7 CFR 273.2(f)(1)(v))

The local agency must verify the Social Security numbers (SSNs) reported by the household by submitting them to the Social Security Administration (SSA) through **SVES**. The agency, however, must not delay certification of an otherwise eligible household solely to verify a Social Security number even if the 30-day processing period has not expired. As soon as the agency completes all other steps necessary to certify a household, except for verification of the Social Security number, the agency must certify the household.

When the **SVES inquiry** indicates that SSA is unable to verify the SSN provided by the client, the EW must contact the household to determine if the information the household provided is correct and obtain the correct information, as appropriate. If the information the agency has is correct, but the information SSA has is incorrect, the agency must notify the household that it must resolve the discrepancy with the SSA.

If the household fails to provide the necessary information that would allow the verification of an SSN, the household **member for whom the number is unverified** is ineligible.

If a household must provide information or documentation to the local agency or the SSA, the household must complete the action before the next recertification or show good cause why it was unable to do so.

If a household claims it cannot **complete required actions** for reasons beyond its control, the EW verify the household's inability to cooperate. For example, a household may claim it cannot verify a name change because fire destroyed official records. The EW must verify this claim to the point he/she is satisfied the claim is accurate, i.e., documentation of the

name change no longer exists. In these cases an SSN match cannot be accomplished since SSA records cannot be corrected without the missing documentation. If the EW verifies that the household is unable to **provide the information needed to verify the SSN, the household member will remain eligible.** The case file must adequately document the household's inability to **provide the information.**

Conversely, if the EW is unable to substantiate the household's claim that it cannot **provide the information,** the household **member will be ineligible.**

Appendix I to this chapter contains suggested language for a form that the EW may give to clients who must provide SSA with information or documentation to complete the verification process.

k. Disability (7 CFR 273.2(f)(1)(viii))

Whether the stricter or more relaxed definition of disability is evaluated, disability status of individual household members must be established. If a household fails to verify disability when necessary, the individual in question is not considered disabled.

Work Registration, Student Identification, Vehicle Evaluation, Work Requirement

A statement from a licensed medical provider is sufficient for the less restrictive standards for these policy areas. Receipt of temporary or permanent disability payments may also be used.

Separate Household Status for Elderly, Disabled Persons

For elderly, disabled persons who are unable to purchase and prepare meals separately, the agency must first determine the disability and then establish that these persons are unable to purchase and prepare meals because of the disability. The Social Security Administration's list of disability conditions may be used for this evaluation.

If it is obvious that the individual could not purchase and prepare meals because of the disability, the agency must consider the individual disabled even if the disability is not specifically mentioned on the SSA list. If the disability is not obvious, the EW must verify the disability by a statement from a physician or licensed or certified psychologist, along with a statement that, in the doctor's opinion, the disability prevents the individual from purchasing and preparing meals.

Disabled for Determining Eligibility for Group Homes, Medical Expenses, Unlimited Shelter Expenses, Net Income Standards, 24-month Certification Periods, Resource Eligibility, Immigration Eligibility, Exemption from Interim Reporting

Verification of this evaluation of disability, as noted in Definitions, will usually be determined by receipt of or approval for certain income sources or benefits. For example, approval for or receipt of a disability check from the SSA, including SSI, verifies disability.

1. Child Support Payments

A household member's legal obligation to pay child support, the obligated amount of support to be paid, and the amount of child support actually paid must be verified in order to allow a deduction.

Documents which may be used to verify the household's legal obligation to pay child support and the obligated amount include a court or administrative order, or a legally enforceable separation agreement. The actual payment of support may be verified through such methods as cancelled checks, withholding statements from wages or unemployment compensation, statements from custodial parents about direct payments or payments made to third parties, or payment records of the Division of Child Support Enforcement. The same document accepted as verification of the legal obligation to pay child support may not also be used as the verification of the amount of child support actually paid monthly.

2. Verification of Questionable Information (7 CFR 273.2(f)(2))

Local agencies shall not verify any other factors of eligibility prior to certification unless they are questionable and affect a household's eligibility or benefit level. To be considered questionable, the information on the application must be:

- a. inconsistent with statements made by the applicant;
- b. inconsistent with other information on the application or previous applications; or,

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purposes based on the best available information.

C. DOCUMENTATION (7 CFR 273.2(f)(6))

The EW must document case files to support eligibility, ineligibility, and benefit level determinations. The documentation must be in sufficient detail to permit a supervisor or reviewer to determine the reasonableness and accuracy of the determination. The documentation must also indicate that the agency gave the household options to which the household is entitled. Documentation includes, but is not limited to, the following:

1. The reason for withdrawal of an application, if the household provides a reason and confirmation of the withdrawal. (Part I.B.4.)
2. Details regarding refusal to cooperate. (Part II.C.)
3. The reason the agency grants or denies a request for a waiver to the office interview. (Part II.E.)
4. The reason the EW considered information questionable and the information used to resolve the questionable information. **This should include an evaluation of the household's actual expenses, if allowing the utility or telephone standard causes the expenses to exceed the income. This evaluation should address if there are unreported sources of income or resources when the income is insufficient to allow the household to meet its financial obligations.** (Part III.A.2.)
5. The reason the EW considered an alternate source of verification (a collateral contact or home visit) necessary. Note that in verifying residency, a collateral contact is a primary source of verification. (Part III.A.3.)
6. The reason the EW rejected a collateral contact and requested an alternate or why the agency designated the collateral contact. (Parts III.A.3. and III.B.)
7. A statement that the use of the standard utility allowance or actual utility costs was a decision made by the household. (Part X.A.)
8. Results of record/information systems reviews for pending applications. (Part III.B)
9. An explanation as to why the household could not reasonably verify residency, e.g., the household has just recently arrived in the locality. (Part III.A.1.a.)

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10. Whenever the agency must verify earned income, the EW must verify and document the rate and frequency of pay. The EW must determine the payment cycle and document on what day(s) the client receives pay and when the wages earned during a pay period are available.
11. The number of hours, period and place of employment or other activity used to regain eligibility for the work requirement. (Part XV.C.)

D. VERIFICATION AT RECERTIFICATION (7 CFR 273.2(f)(8))

At recertification, the agency must verify earned income or a change in unearned income or actual utility expenses if the source has changed or the amount has changed by more than \$25. The agency must verify medical expenses reported at recertification and those expenses the household reasonably anticipates to incur during the certification period. The agency must verify changes in the amount of legally obligated child support a household member pays to a nonhousehold member. The household may not receive a deduction for unverified medical expenses and child support payments. The agency must not verify unearned income or actual utility expenses claimed by households that are unchanged or have changed by \$25 or less, or other unchanged expenses, unless the information is incomplete, inaccurate, inconsistent or outdated. The agency must verify all eligibility factors at least once in a 12-month period.

The agency may verify changed information not addressed above at recertification. The agency must not verify unchanged information unless the information is incomplete, inaccurate, inconsistent or outdated.

In addition to the verification requirements for recertification applications, the EW must monitor all available information systems for all household members as addressed in Part III.B.

Households must supply requested verifications to allow the EW to anticipate income and expenses properly for the new certification period. Generally, the EW must request information from the month before the last month of certification. For households that file recertification applications after the certification period ends or in the month before the last month of certification, the EW must request verification that reasonably will reflect the first month of the new certification period.

The following chart lists items the EW must verify at recertification.

Verification at Recertification

Earned Income	Verify amount
Unearned Income	If source changed or amount changed by more than \$25, verify

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SUGGESTED CLIENT LETTER ON SSN UPDATE

Case number
Case name
Case address
Date

Dear _____

We have attempted to verify the Social Security number for _____ through an online system for the Social Security Administration, (SSA). Information from that system shows that the number you provided is not the same as what we have in your public assistance/food stamp record.

Please take verification of your _____ to the SSA office nearest you to have this information corrected.

Please have the representative at the SSA Office complete the bottom of this page to verify that you have completed this requirement.

Return this form to the Department of Social Services by: _____

EW's Signature

To Be Completed By Social Security:

_____, has provided the Social Security Administration with the information/documentation necessary to update the records on this individual.

Signature of SSA Representative

Date

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REMAINDER INTEREST TABLE

To determine the value of property, multiply the assessed value by the factor corresponding to the age of the person who has the life rights.

<u>AGE</u>	<u>REMAINDER</u>	<u>AGE</u>	<u>REMAINDER</u>	<u>AGE</u>	<u>REMAINDER</u>
0	.02812	35	.06132	65	.32030
1	.01012	36	.06540	66	.33449
2	.00983	37	.06974	67	.34902
3	.00992	38	.07433	68	.36390
4	.01019	39	.07917	69	.37914
5	.01062	40	.08429	70	.39478
6	.01116	41	.08970	71	.41086
7	.01178	42	.09543	72	.42739
8	.01252	43	.10145	73	.44429
9	.01337	44	.10779	74	.46138
10	.01435	45	.11442	75	.47857
11	.01547	46	.12137	76	.49559
12	.01671	47	.12863	77	.51258
13	.01802	48	.13626	78	.52951
14	.01934	49	.14422	79	.54643
15	.02063	50	.15257	80	.56341
16	.02185	51	.16126	81	.58033
17	.02300	52	.17031	82	.89705
18	.02410	53	.17972	83	.61358
19	.02520	54	.18946	84	.63002
20	.02635	55	.19954	85	.64641
21	.02755	56	.20994	86	.66236
22	.02880	57	.22069	87	.67738
23	.03014	58	.23178	88	.69141
24	.03159	59	.24325	89	.70474
25	.03322	60	.25509	90	.71779
26	.03505	61	.26733	91	.73045
27	.03710	62	.27998	92	.74229
28	.03938	63	.29304	93	.75308
29	.04187	64	.30648	94	.76272
30	.04457	65	.32030	95	.77113
31	.04746	66	.33449	96	.77819
32	.05058	67	.34902	97	.78450
33	.05392	68	.36390	98	.79000
34	.05750	69	.37914	99	.79514

REMAINDER INTEREST TABLE
(continued)

<u>AGE</u>	<u>REMAINDER</u>
100	.80025
101	.80468
102	.80946
103	.81563
104	.82144
105	.83038
106	.84512
107	.86591
108	.89932
109	.95455

PART IV CERTIFICATION PERIODS/RECERTIFICATION

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A. CERTIFICATION PERIODS (7 CFR 273.10(f))

The local agency must assign a certification period once the agency determines that a household is eligible to participate in the Food Stamp Program. A certification period is the period of time within which a household is eligible to receive benefits. Certification periods vary depending on the particular circumstances of the individual household. No household may have a certification period of more than twelve (12) months, except for households comprised of elderly or disabled members as discussed in Section 2 below.

1. Assigning A Certification Period

All certification periods are based on calendar months. At initial application and reapplication, the first month in the certification period is normally the month of application. At recertification, the first month in the certification period is the month following the last month in the previous certification period. The beginning date of the certification period will generally be the filing date of the application for initial applications, reapplications, and recertification applications filed after the previous certification period expired.

The agency does not need to assign the same certification period at each new certification. Rather, the agency must assign a period for each household based on individual circumstances and household characteristics at the time of consideration.

Eligibility for benefits will cease at the end of each certification period. Participation may not continue beyond the end of the certification period without a new determination of eligibility. The household must receive written notification that the benefit period is ending. The agency may use the *Notice of Expiration* or the *Notice of Action and Expiration* for this purpose depending on the length of the certification period and the timing of the application approval. Time frames for providing the *Notice of Expiration* for the end of the certification period are described in Part IV.C.

2. Maximum Certification Periods

The maximum amount of time a household may have as a certification period is dependent on a household's circumstances as shown below. The EW should assign a shorter period than listed if an applicant household's circumstances do not warrant the maximum period. The EW must take into account anticipated changes or other factors that may affect eligibility when setting the certification period. The minimum certification period for all households will be one month.

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The month when a household receives a partial month's allotment or receives no allotment because of proration will count toward the allowable maximum period.

<u>Period</u>	<u>Household Characteristics</u>
24 months	<ul style="list-style-type: none">Households in which all members are 60 years of age or older or all members are disabled, as defined in Definitions, may have a certification period up to 24 months as long as there is no earned income in the household. These households must file an interim report of their circumstances by the 12th month to receive benefits for the final 12 months of the certification period. See Part IV.C.8.
12 months	<ul style="list-style-type: none">Households in which all adult members are 60 years of age or older or all adult members are disabled, as defined in Definitions, may have a certification period up to 12 months as long as there is no earned income in the household.
12 months	<ul style="list-style-type: none">Households subject to the Interim Reporting requirements of Part XIV.A.2 must have a certification period of 12 months.
up to 6 months	<ul style="list-style-type: none">Households in which all members are homeless, as defined in Definitions, may have a certification period of up to six months depending on individual household circumstances.
up to 6 months	<ul style="list-style-type: none">Households in which at least one adult member meets the definition of a migrant or seasonal farm worker, as defined in Definitions, may have a certification period of up to six months depending on individual household circumstances.
6 months	<ul style="list-style-type: none">Households in which any member is eligible for time-limited benefits through the Work Requirement may receive benefits for no more than six months. Benefits for the certification period will be allowed as follows: one month of prorated benefits, if appropriate, up to three months of time-limited benefits and a varying number of months of special exemption benefits. See Part XV for determining eligibility for the Work Requirement.

- 5 months • Households that receive Transitional Benefits for former TANF recipients may receive frozen benefits for five months. Note that ongoing households must have their certification periods lengthened or shortened to the five-month limit. See Parts XII.I and IV.D.3 for a discussion of Transitional Benefits.

The face-to-face interview must occur at least once every twelve months for all households except the households given a 24-month period. The agency may waive the in-office interview for households on a case-by-case basis.

B. NOTICE OF ELIGIBILITY, DENIAL OR PENDING STATUS (7 CFR 273.10(g)(1))

Each household must receive a written decision made on its application at initial application, recertification and reapplication. There are three types of action that the agency may take on an application:

1. the agency may find the household eligible for benefits;
2. the agency may find household ineligible; or
3. the agency cannot determine the household's eligibility within the required time frame and the case remains pending.

The agency must send the *Notice of Action* to inform the household of the disposition of its application, recertification or reapplication. The agency may use the *Notice of Action and Expiration* to inform the household of the approval of the application in the last month of certification. The forms and instructions are in Part XXIV. The agency must provide the Appeals and Fair Hearings pamphlet when it uses computer-generated *Notices of Action* for denied applications.

C. RECERTIFICATION

Each household may apply for recertification before the expiration of the certification period in which it is currently participating.

The EW must base eligibility for recertification on circumstances anticipated for the month following the expiration of the current certification period. The same anticipated circumstances must be the basis for the level of benefits for the recertification period.

The local agency must complete the application process if the household meets all the requirements and finishes the necessary processing steps in a timely manner, as defined in this chapter, and approve or deny timely applications for recertification prior to the end of the household's current certification period. The agency must provide eligible households an opportunity to participate by the first of the month following the end of its current certification period.

A household may not receive benefits beyond the end of its certification period unless the household recertifies or unless the agency opts to extend the certification period to match a TANF or Medicaid review period. See Part IV.D. for information and limitations on lengthening certification periods.

The joint processing requirements of Part II.H.1. apply to recertification applications. Expedited service processing provisions of Part V apply to recertification applications filed during the month after the previous certification period ends.

The remainder of this chapter describes the processing requirements for recertification applications and the timeframes for each.

1. Notice of Expiration (7 CFR 273.14(b))

The local agency must advise the household that the certification period is about to expire and that a new application is necessary to establish further entitlement. The agency must send the *Notice of Expiration* form to notify households of the end of the certification period. See Part XXIV for the form and instructions.

Except as noted below, households must receive the *Notice of Expiration* no later than the last day of the next to the last month of the current certification period, but not earlier than the first day of the next to the last month of the current certification period. When the agency mails the *Notice of Expiration*, allow two days for delivery in addition to the postmark date. Regardless of when the agency assigns the interview date, the recertification application will be timely if the household files the application by the 15th calendar day of the last month of certification.

b. Failure to Attend an Interview

A household that submits a timely recertification application but who is not interviewed timely has no entitlement to uninterrupted benefits. The local agency must, at a minimum, provide an eligible household with an opportunity to participate within 30 calendar days after the application filing date. The local agency must send the *Request for Verification* form if the household misses the scheduled interview.

Example

A household files a timely recertification application on January 14. The household misses its scheduled interview set for the 14th so the EW sends the *Request for Verification* form. The household asks for and attends an interview on February 2. The agency must act on the application by February 13, as long as the household has had at least 10 days to provide necessary verifications.

c. Failure to Provide Verification

If a household submits a timely recertification application but submits required verifications untimely, the agency must provide an opportunity to participate by the 30th day after the application filing date. Untimely means that the household did not provide the information within 10 days of the request date or by the last day of the certification period, whichever is later.

Example

A household files a timely application for recertification on the 12th of the month and attends its interview the same day. The household provides all needed verifications by the 25th. The agency must provide uninterrupted benefits to the household since the household met all the timeliness standards.

If the household does not provide needed verifications until the second of the following month, the agency must act by the 12th of the following month (30 days after the application filing date).

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7. Early Filing of Recertifications

If a household files an application for recertification more than two calendar months before the end of the current certification period, the agency must deny the application as a duplicate application on file. If the household files the application so that the 30th day following the filing is before the end of the current certification period, the agency must extend the processing time for the case from 30 days to the end of the current certification period.

8. Mandatory Review of Eligibility for 24-Month Certification Periods

A review of eligibility for households certified for 24 months must occur during the certification period. The agency must conduct a review of the household's eligibility during the eleventh month of certification. The agency must use the *Review of 24-Month Certification Period* **or the Interim Report** form to complete the review. The agency may complete the review by telephone, in person, or by mail.

If the agency or the household does not complete the review before the end of the eleventh month, the agency must send the *Request for Verification* form to request completion of the 24-month review form and the submission of needed verifications. If the household does not respond within ten days, the EW must send an adverse action notice to close the case effective at the end of the twelfth month.

D. CHANGING THE LENGTH OF THE CERTIFICATION PERIOD

1. Shortening Certification Periods

Once the agency determines a household eligible for benefits, the agency must establish the number of months the household may receive benefits before the household must file another application and have the eligibility process begin again. A certification may range from one month to 24 months in length. Once the agency establishes the certification period, the agency may not shorten the period to initiate the recertification period. **The agency may shorten the certification period only for households due Transitional Benefits.**

If the agency determines that the household is not eligible for benefits because of changed circumstances, the agency must send an adverse action notice (*Notice of Action* or *Advance Notice of Proposed Action*) to close the case. If the agency is unable to determine the household's eligibility because of suspected changes in the household's circumstances, the agency must send the household the

Request for Verification to request information from the household. The household will have ten days to respond to the agency request for contact and submission of information. The agency must send an adverse action notice to terminate benefits if the household does not respond timely or completely to the notice. If the household responds timely and completely and the response causes the household to be eligible for a lesser amount of benefits, the agency must send an adverse action notice to reduce the benefits. See Part XIV.A. for other information on handling changes.

2. Lengthening Certification Periods

At its option, the local agency may lengthen a household's certification period to align the food stamp certification period with the review period established for the Medicaid or TANF Programs. The original period and the extended period together may not exceed the 24- or 12-month limits as addressed in Part IV.A.2. The agency must send the household a Notice of Action to advise of the revised certification period.

3. Adjusting Certification Periods for Transitional Benefits

In most instances, when a household's TANF grant terminates, the EW must switch the household's food stamp eligibility to the Transitional Benefits component. A household may receive Transitional Benefits for a maximum of five months. The EW must shorten the certification period so that the original certification period will expire at the end of five months if more than five months remain in the original period at the time of the conversion. If there are fewer than five months left in the original certification period at the time of the conversion to Transitional Benefits, the EW must lengthen the certification period to allow for a five-month period. The EW must use the *Notice of Action* to notify the household of the reassigned certification period and the amount of the benefits at the time of the conversion to Transitional Benefits. See Part XII.I.

3. Principal Wage Earner as Head

Unless the household has selected an adult parent or adult with parental control as head as specified in Part VI.D.1, the principal wage earner shall be considered the head of household when evaluating noncompliance with work registration or workfare requirements. The principal wage earner must also be considered in determining whether a household member voluntarily quit a job or reduced work hours to less than 30 hours per week.

The principal wage earner is the household member who had the most earned income in the two months prior to the month of the registration noncompliance, job quit, or work reduction. Excluded household members, as defined in Part VI.C.2, are evaluated in determining the principal wage earner. The income used in this evaluation must involve 20 hours or more per week or provide the equivalent of 20 hours multiplied by the federal minimum wage.

The principal wage earner identified may not apply if the person who caused the violation lives with a parent or person fulfilling the role of a parent. The principal wage earner policy will not apply if the parent or person fulfilling that role is registered for work or is exempt from work registration because the parent or person fulfilling the role of a parent is:

- a. subject to and participating in any work requirement under Title IV of the Social Security Act such as the PA Employment Services Program (Part VIII.A.1.c);
- b. receiving unemployment compensation benefits or is registered for work to receive these benefits (Part VIII.A.1.f);
- c. employed or self-employed and working a minimum of 30 hours weekly or is receiving weekly earnings at least equivalent to 30 hours multiplied by the federal minimum wage.

If there is no principal source of earned income in the household, the household member documented in the case file as the head at the time of the violation shall be considered the head of the household.

E. HOUSEHOLDS IN INSTITUTIONS

Residents of certain institutions are eligible for food stamp benefits. This chapter contains special provisions for households residing in eligible institutions. See Part VII.C for a list of eligible institutions and Part II.I for requirements and allowances for authorized representatives for institutionalized households.

1. Drug Addiction and Alcohol Treatment Centers

Residents of treatment and rehabilitation programs for persons addicted to narcotic drugs or alcohol, including the children of these persons residing in the centers with the parents, may receive food stamps as individual households. The treatment center must be a private, nonprofit organization or institution or a publicly operated community mental health center, under Part B of Title XIX of the Public Health Service Act.

Before certifying treatment center residents for food stamps, the local agency must establish that the center meets Public Health Service Act criteria even if the center is not certified under Part B of Title XIX of the Public Health Service Act. The local agency must also determine if the Food and Nutrition Service (FNS) has certified the facility as a retailer and whether the center has a Point-of-Sale (POS) device in order to use food stamp benefits at the institution.

Residents of treatment centers must apply and participate in the Food Stamp Program through a designated employee of the center. The household must freely choose to apply for benefits. The resident household should assist in completing the application and should sign the application along with the authorized representative, before certification, if possible. Normal food stamp certification notices and procedures apply to households that reside in eligible treatment centers except for the requirement that residents must apply through a representative of the center.

a. Accessing and Using Food Stamp Benefits

In order to access food stamp benefits, each household or representative must have an EBT card. Eligible household residing in drug or alcohol treatment centers must participate in the Food Stamp Program through an authorized representative. The authorized representative will receive an EBT card to use on behalf of the household. The client may not possess an active EBT card while a resident of the treatment center.

Treatment center representatives must use the food stamp benefits for food prepared by or served to the resident

addict/alcoholic. If the treatment center has a POS device, at the beginning of each month, the authorized representative must use each individual household's EBT card to access one-half of the monthly benefit. If the treatment center does not have a POS device, the authorized representative must use each resident's EBT card at the grocery store and access up to one-half the benefit amount at the beginning of each month. The treatment center may access the second half of the benefits on or after the 16th of each month if the resident remains in the center as of the 16th day of the month.

If the household leaves the treatment center before the 16th day of the month, the household is entitled to one-half of the allotment for the month. If the household leaves the treatment center on or after the 16th of the month, the household will not receive any portion of the benefits directly.

b. Responsibilities of the Treatment Center

The treatment center must notify the local agency of changes in the household's income or other household circumstances and upon the departure of the addict or alcoholic from the treatment center. When the resident leaves the facility, the treatment center must provide the resident with the EBT card for the "Primary Cardholder," if the card is available. This is not the card used by the authorized representative. Once the household leaves the treatment center, the center may no longer act as that household's authorized representative.

The center should return the authorized representative's EBT card to the local agency when the resident leaves the facility. If the resident leaves the treatment center before receiving the EBT card for Primary Cardholder from center employees, the treatment center must return the household's card to the local agency, if the household's card was in the center's possession.

The center must provide the household with a Change Report Form to report to the local agency the individual's new address and other circumstances after leaving the center, if possible. The center must also advise the household to report the address change to the local agency within 10 days.

Each treatment and rehabilitation center must submit a certified list of residents who are currently participating in the Food Stamp Program to the local social services agency. This list must include a statement that the information provided is correct and must be signed by a representative of the center. The center must submit the list at least monthly, although local agency officials may request a more frequent list.

c. Penalties

The treatment center is responsible for any misrepresentation or fraud that it knowingly commits in the certification of center residents. As an authorized representative, the treatment center must be knowledgeable about household circumstances and should carefully review those circumstances with residents prior to applying on their behalf. The organization or institution is liable for all losses or misuse of food stamp benefits accessed or used on behalf of resident households and for any overissuance of benefits that occur while the households are residents of the treatment center.

The treatment center may be penalized or disqualified if an administrative or judicial determination establishes that coupons were misappropriated or used for purchases that did not contribute to a certified household's meals. The treatment center may be prosecuted under applicable federal or state statutes for intentional acts that misrepresent household circumstances.

d. Local Agency Responsibilities

The local agency must ensure that applicants that reside in alcohol or drug treatment centers apply for food stamps through a designated employee of the treatment center. The agency may not process an application signed only by such a resident or conduct the interview without the authorized representative. The treatment center must receive certification notices and instructions on accessing households' food stamp benefits through EBT.

The local agency should provide the treatment center with blank change report forms that the center or household could complete to report changes, including when the household leaves the center. The agency must take prompt action to remove the authorized representative when the household leaves the treatment center upon learning of the address change.

The local agency must receive a monthly list of residents from the treatment center. The agency may require the treatment center submit the list semimonthly. The local agency must review the list to ensure that only those residents listed are participating as residents of that institution. The agency must resolve any discrepancies immediately between the list submitted by the center and the agency's certification record.

In addition to reviewing the lists of residents in the treatment facility, the local agency must conduct periodic random on-site visits to the center. This review is to assure the accuracy of the listings and that the local agency's records are consistent and up-to-date.

The local agency must promptly notify the Regional Office for the Virginia Department of Social Services when there is reason to believe that a treatment center is misusing food stamp benefits in its possession. The State Department must transmit the local agency's findings to USDA. The local agency must not act however, until USDA acts or provides instructions.

2. Group Living Arrangements

Disabled or blind individuals who reside in group living arrangements may be eligible for food stamps. See Part VII.C for specific criteria. Unlike residents of drug or alcohol treatment centers, residents of group living may apply on their own behalf; through the use of an authorized representative of the resident's own choice; or through the use of an authorized representative employed and designated by the facility.

How residents of group living arrangements apply will determine the household size. For instance, if a resident files an individual application or through a personal authorized representative, the local agency must evaluate household composition based on who purchases and prepares food together but, residents who apply through the use of the facility's authorized representative, will be one-person households, regardless of the eating arrangements.

a. Participating in the Group Living Arrangement

The group living arrangement may purchase and prepare food that eligible residents will consume on a group basis, if residents normally obtain their meals at a central location, e.g. a dining hall, as part of the group living arrangement services, or if meals are prepared at a central location for delivery to the individual residents.

If residents purchase and/or prepare food for their own consumption, as opposed to communal dining, the group living arrangement must ensure that each resident's food stamp benefits are used for meals intended for that resident.

If the residents retain use of their own food stamp benefits, then they may either use the **benefits** to purchase meals

prepared for them by the facility, if group home is authorized by FNS, or purchase food to prepare meals for their own consumption.

If the facility is acting as the authorized representative for the resident, the food stamp benefits can be handled in any of the following ways: 1) The facility may spend the coupons, prepare and serve the food to the resident, 2) Spend the food stamp benefits and allow the resident to prepare the food, 3) Allow the resident to use some or all of the allotment on his or her own behalf.

If the resident applied on his own behalf, the resident may provide the food stamp benefits allotment to the facility to purchase food for meals served either communally or individually for eligible residents. The eligible resident may also use the food stamp benefits to purchase and prepare food for his/her own consumption or to purchase meals prepared and served by the group living arrangement.

b. Accessing and Using Food Stamp Benefits

In order to access food stamp benefits, each household or representative must have an EBT card. Residents of group living arrangements will receive an EBT card. If the household has an authorized representative, the representative will also receive an EBT card to use on behalf of the household.

The household or authorized representative must use food stamp benefits for food prepared by or served to the resident. If the group home has a POS device, at the beginning of each month, the household or authorized representative must use the individual household's EBT card to access one-half of the monthly benefit. If the group home does not have a POS device, the household or authorized representative must use each resident's EBT card at the grocery store. If the authorized representative is a representative of the group home, the representative may access up to one-half the benefit amount at the beginning of each month. The group home representative may access the second half of the benefits on or after the 16th of each month if the resident remains in the group home as of the 16th day of the month.

If the household leaves the group home before the 16th day of the month, the household is entitled to one-half of the allotment for the month. If the household leaves the group home on or after the 16th of the month, the household will not receive any portion of the benefits directly.

c. Responsibilities of the Group Living Arrangement

If the group living arrangement is acting in the capacity of an authorized representative, the group living arrangement must notify the local agency of changes in household circumstances and when the individual leaves the group living arrangement.

When the resident leaves the facility, the group living arrangement must provide the resident with the EBT card for the "Primary Cardholder," if the authorized representative has possession of the card. This is not the card used by the authorized representative. Once the household leaves the group home, the center may no longer act as the household's authorized representative.

The center should return the authorized representative's EBT card to the local agency when the resident leaves the facility. If the resident leaves the group home before receiving the EBT card for Primary Cardholder from center employees, the treatment center must return the household's card to the local agency, if the household's card was in the center's possession.

The group home must provide the household with a Change Report Form to report to the local agency the individual's new address and other circumstances after leaving the group home, if possible. The group home must also advise the household to report the address change to the local agency within 10 days.

Each group living arrangement must submit a certified list of residents who are currently participating in the Food Stamp Program to the local social services agency. This list must include a statement that the information provided is correct. A representative of the center must sign the report and submit the list at least monthly, although local agency officials may request a more frequent list.

c. Penalties

When a group living arrangement acts as the household's authorized representative the following additional responsibilities are applicable:

1. The group living facility is responsible for any misrepresentation or fraud that it knowingly commits in the certification of the facility's residents. As an authorized representative, the group living arrangement must be knowledgeable about household circumstances and

should carefully review those circumstances with residents prior to applying on their behalf. The group living arrangement is liable for any losses or misuse of food stamp benefits accessed or used on behalf of resident households and for all overissuances that occur while the facility is acting as the household's authorized representative.

2. The facility may be penalized or disqualified if an administrative or judicial determination finds that **food stamp benefits** were misappropriated or used for purchases that did not contribute to a certified household's meals. The group home may be prosecuted under applicable federal or state statutes for intentional acts that misrepresent household circumstances.

These provisions do not apply when the resident household has applied on its own behalf.

d. Local Agency Responsibilities

The local agency must certify eligible residents of group living arrangements using the same provisions that apply to all other households. Before certifying any residents of a particular facility, the agency must verify that the group living arrangement is authorized by FNS-USDA to accept food stamp benefits or is certified by an appropriate agency of the State or locality, including that agency's determination that the center is a nonprofit organization.

Before certifying group home residents for food stamps, the local agency must establish that the group living arrangements meets Section 1616(e) of the Social Security Act criteria, even if the group home is not certified under Section 1616(e) of the Social Security Act. The local agency must also determine if the Food and Nutrition Service (FNS) as certified the facility as a retailer and whether the group home has a Point-of-Sale (POS) device in order to use food stamp benefits at the group home.

The local agency should provide the group living arrangement with blank Change Report forms that the group living arrangement or household could complete to report changes, including when the household leaves the group living arrangement. The agency must take prompt action to remove the authorized representative when the household leaves the group living arrangement upon learning of the address change.

The local agency must receive a periodic list of residents from the group living arrangement. The agency may establish the frequency of receiving the resident lists. The local agency must review the list to ensure that only those residents listed are participating as residents of that institution. The agency must resolve any discrepancies immediately between the list submitted by the group living arrangement and the agency's certification record.

In addition to reviewing the lists of residents in the group living arrangement, the local agency must conduct periodic random on-site visits to the center. This review is to assure the accuracy of the listings and that the local agency's records are consistent and up-to-date.

The local agency must promptly notify the Regional Office for the Virginia Department of Social Services when there is reason to believe that a group living arrangement is misusing food stamp benefits in its possession. The State Department must transmit the local agency's findings to USDA. The local agency must not act however, until USDA acts or provides instructions.

e. FNS Authorization

FNS will authorize group living arrangements as a retail food store. A State or local agency must appropriately certify these facilities. If the facility loses its certification, FNS may withdraw its approval at any time

If FNS disqualifies a facility as a retail food store, the local agency must suspend its authorized representative status for the same period. If a facility loses its certification to use food stamp benefits through wholesalers or its certification from the appropriate State or local agency, residents will not be eligible to participate except those who have applied on their own behalf. Residents who will be ineligible are not entitled to the Advance Notice of Proposed Action, but they must receive a written notice explaining the termination and the effective date.

3. Shelters for Battered Women and Their Children

a. Determination of Acceptable Shelter Status

Before certifying residents of shelters for battered women, the local agency must determine that the shelter for battered women and children meets the definition of Part VII.C.1.d. of this manual. The agency must maintain documentation to support the

determination to show that the shelter meets the criteria.

If a shelter has authorization by FNS to use food stamp benefits, the shelter will meet the criteria and will need no further determination by the local agency.

b. Special Eligibility Considerations

Many shelter residents will have recently left a household containing the person who abused them. The former household may be certified for participation in the program and its certification may be based on a household size that includes the women and children who have just left. Shelter residents who are included in such certified households may, nevertheless, apply for and, if otherwise eligible, participate in the Program as separate households if the previously certified household that includes them also contains the person who abused them.

Shelter residents who are included in such certified households may receive an additional allotment as a separate household only once a month. The local agency must certify shelter residents who apply as separate households solely based on their income and resources and the expenses for which they are responsible. The agency must not consider the income, resources, and expenses of their former household in certifying these applicants. Jointly held resources must be considered inaccessible for battered women and children if access to the value of the resource depends on the agreement of a joint owner who still resides in the former household.

Room payments to the shelter are allowable shelter expenses.

Local agencies must take prompt action to ensure that the former household's eligibility or allotment reflects the change in the household's composition.

PART IX

RESOURCES

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If only the applicant household refuses to liquidate the resource, the resource is considered accessible. The amount to consider toward the resource limit is determined by dividing the number of joint owners into the total net value of the resource, unless evidence is provided which indicates the money received would be distributed differently.

In the case of minors who are joint owners of resources and who are not members of the applicant household, statements must be obtained from the trustee regarding willingness and ability to authorize liquidation. However, if the trustee is a member of the applicant household, and has the ability to authorize liquidation, the resource cannot be considered inaccessible because of the trustee's lack of willingness to liquidate.

In some situations a statement regarding the willingness of the joint owner to liquidate a resource may not be readily available. These situations may include, but are not limited to, the following:

The joint owner's whereabouts are unknown;

The joint owner refuses or fails to respond to inquiries concerning willingness to liquidate a resource;

Contact with the joint owner may place the household in a dangerous situation (e.g., the joint owner has a history of abusive behavior toward a household member.)

If neither the agency nor the household can establish contact with a joint owner, the joint resource is considered inaccessible to the household.

Except for certain vehicles, as described in Part IX.D, only the equity value of nonexempt nonliquid resources will count.

KEOGH plans that involve more than one person will normally not count as a resource because they involve the "contractual relationship with other individuals" as stated in Part IX.C.1.f. However, if the KEOGH plan will allow individual participants to make withdrawals without affecting the other parties in any way, then the household member's funds in the KEOGH will count as a resource. Also, if all parties in this type of KEOGH plan are members of the same food stamp household then the KEOGH will count as a resource.

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D. VEHICLES (7 CFR 273.8(h))

There are four distinct categories for evaluating a household's vehicles to determine the resource value assigned to the household.

The agency must evaluate each vehicle for the fair market value and/or equity value depending on how the household uses the vehicle except for vehicles whose values do not count. In evaluating how a household uses its vehicles, the agency must include household members and disqualified persons who are not in the food stamp unit but their resources count to the household. See Part XII.E for a discussion of the resources of disqualified members and Part III.E.2 for the determining the fair market value of vehicles.

In the discussion of vehicles that follows, "licensed" means a vehicle whose registration is current.

Motorized recreational vehicles such as dune buggies, mopeds, go-carts and all-terrain vehicles are evaluated under the vehicle policy. Boats are also included under the vehicle policy.

The four categories used to evaluate vehicles are:

- | | |
|-------------------|--|
| Category 1 | Licensed vehicle, totally exempt |
| Category 2 | Licensed vehicle, fair market value minus \$4,650 |
| Category 3 | Licensed vehicle, highest value between fair market value minus \$4,650 or equity value |
| Category 4 | Unlicensed vehicle, equity value |

1. The entire value of a licensed vehicle is exempt for the circumstances listed below.
 - a. **One vehicle for general household transportation.** A household may have only one vehicle for this exemption.
 - b. **Any vehicle with a fair market value of \$7,500 or less.**
 - c. **Any vehicle that is an inaccessible vehicle** because its sale or disposition is likely to yield a return of no more than \$1500. See Part IX.E.20.
 - d. **Any vehicle** used for income producing purposes. This includes a vehicle directly or indirectly used to produce income or a vehicle required as a condition of employment.

A vehicle previously used in farming will retain the exemption for one year after a former self-employed farmer ends the farming enterprise.

- e. **Any vehicle that produces** income that is consistent with its fair market value, producing approximately ten percent of its fair market value. If the vehicle produces income that is less than ten percent of its fair market value, the vehicle is exempt if it produces income that is consistent with the prevailing market trends in the area. This exemption exists even if the vehicle is used only on a seasonal basis.
- f. **Any vehicle** necessary for long distance travel, other than daily commuting, that is essential to the employment of a household member or ineligible alien or disqualified person whose resources are being considered available to the household. For example, the vehicle of a traveling sales person or of a migrant farmworker following the work stream is exempt.
- g. **Any vehicle** used as the household's home and excluded under Part IX.E.1.
- h. **Any vehicle** necessary to transport a physically disabled member or ineligible alien or disqualified person whose resources are being considered available to the household, regardless of the purpose of the transportation. Only one vehicle per physically disabled household member will count toward this exclusion.

For purposes of this exclusion, the definition of a disabled person is not restricted to the one in Definitions. The definition of a disabled person may include, but is not limited to, persons temporarily disabled, those receiving disability benefits from an organization or program other than those outlined in Definitions (such as GR or an insurance company), or those substantiating a disability by a medical statement.
- i. **Any vehicle** used to carry fuel for heating or water for home use when the household expects the transported water or fuel to be the primary source of such for the household during the certification period.

Vehicles used only to transport household members to and from work do not qualify as income producing vehicles. The vehicle must actually generate income, e.g., a taxi, truck, or fishing boat. Temporary periods of unemployment will not affect the exempt status of the vehicle such as when a taxi driver is ill and cannot work, or when a fishing boat is inoperable due to ice.

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2. The fair market value of licensed vehicles that exceeds \$4,650 counts in full toward the household's resource level **if the vehicles are not exempted under Category 1**. The agency must evaluate the fair market value against the \$4,650 level, regardless of any encumbrances on the vehicle, for the following vehicles:

- a. One vehicle for each adult household member, including disqualified members;
- b. One vehicle driven by a household member under 18 years of age, including disqualified members under 18 years of age for transportation to and from training or education preparatory to employment or to and from employment.

Temporary periods of unemployment will not cause a vehicle to move from this category.

The agency must assess each vehicle individually; therefore, the agency must not add the fair market values of two or more vehicles together.

3. Licensed vehicles that are not totally exempt, Category 1, and for which the provisions of Category 2 do not apply, must have an evaluation of the fair market value over \$4,650 and the equity value (fair market value minus encumbrances). The greater of the two amounts will count as a resource.
4. The equity value of all unlicensed vehicles will count toward the resource level unless the vehicle meets an exemption under Part IX.E.9 and 10 or unless the vehicle is an inaccessible vehicle because its sale or disposition is likely to yield a return of no more than \$1500. See Part IX.E.20.

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E. EXEMPT RESOURCES

Resources that are not considered in determining eligibility include (7 CFR 273.8(e)):

1. The home and surrounding adjoining property, regardless of acreage, is exempt as long as property owned by others does not separate the adjoining property from the home. Public rights of way, such as roads that run through the surrounding property and separate it from the home, will not affect the exemption of the property. This exemption will also apply to any buildings or trailers on this property. If income is received from the use of this property or buildings or trailers on it, however, the money received will count as income to the household unless otherwise exempt.

Temporary absences from the home due to illness, vacation, employment, training for future employment, or uninhabitability caused by casualty or natural disaster will not affect the exempt status of the home as long as the household intends to return. A mobile home owner will qualify as owning a home and be granted this exemption status, regardless of lot ownership. The agency may not impose time limits on these absences from the home, as long as the household intends to return.

If employment reasons cause a household to reside in more than one locality and maintain a home in each locality, only the home in the locality where the household applies is exempt. The second residence will count as a resource to the household.

2. Households that currently do not own a home, but own or are purchasing a lot on which they intend to build or are building a permanent home, will receive an exemption for the value of the lot and, if it is partially completed, for the home. No specific time limit applies to this exemption, as long as the household states its intention to build at a future date.

To be considered as currently owning a home, and therefore not eligible for the exemption, a household must own both the domicile and lot where it presently resides. Therefore, a household that owns a mobile home but pays monthly rent for the lot where it is parked does not fit the definition of owning a home, and would receive an exemption for one lot on which it intended to build or was building a permanent home or on which it intended to move the mobile home.

Households that have purchased or are purchasing a mobile home, but who have not moved it to a lot or other site will have the value of the mobile home exempted although the household is not living in it. The household cannot own the home in which it is currently living and

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receive this exemption. Further, the household must state its intention to move in.

3. Household goods, such as furniture and appliances, and personal effects, such as clothing and jewelry, are exempt. All tools are exempt, whether or not they are essential to the employment or self-employment of a household member.
4. One burial plot per household member is exempt. In addition, the value up to \$1500 of one bona fide funeral agreement per household member is exempt. Any value of a funeral agreement in excess of \$1500 is countable.
5. Cash value of life insurance policies is exempt.
6. Funds in pension or retirement plans are exempt as long as the funds are not withdrawn. These plans may include 401(k), 403(b), 501(c)(18) and KEOGH plans that involve an obligation with someone outside of the food stamp household. Funds withdrawn at the time of retirement count as income.

The following plans are not exempted from consideration and are countable resources: KEOGH Plans where there is no contractual relationship with individuals outside of the food stamp household; Individual Retirement Accounts (IRAs); and Simplified Employer Pension Plans (SEPs). See Part IX.C.1 to determine the countable value.

7. Resources of an ineligible student will not count in determining eligibility. (See Part VII.E.)

8. Vehicles

Certain licensed or unlicensed vehicles are entirely exempt. Refer to Part IX.D.1 and Part IX.D.4 for a complete discussion of vehicles in these categories.

9. Personal or real property that annually produces income consistent with its fair market value, even if only used on a seasonal basis, is exempt. This property may include rental homes, vacation homes and vehicles. Property will meet the income producing standard if it generates income consistent with its fair market value if:
 - a. it produces annual gross income equal to or greater than ten percent of its fair market value; or,

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- b. it produces income comparable with other property in the area used for similar purposes if the amount earned is less than ten percent of the fair market value.

Example

A household owns a vacation home with a fair market value of \$48,000 and rents the home only five months of the year. If the home annually produces income of \$4,800, or more, it would be disregarded as a resource, even though it is not used for income producing purposes throughout the entire year.

- 10. Property, such as farm land, work related equipment, machinery of a farmer or a vehicle that is essential to the employment or self-employment of a household member is exempt.

Temporary periods of unemployment will not affect this exemption as long as:

- a. The property was necessary to the employment of a household member at sometime in the past; and
- b. The household member plans to return to this employment at some point in the future.

Time limits do not apply to either standard above. Additionally, it does not matter why the person is not currently doing this type of work or what it would take for the person to go back into it. The person's current employment or unemployment status is not a factor in determining this exemption.

Property essential to the self-employment of a household member engaged in farming is be excluded for one year after the household member ends the self-employment farming.

- 11. The contract amount for land, buildings, and vehicles, sold at a fair market value on an installment basis is exempt.

Examples

- a. An applicant sells a piece of land for \$3,000 (which is its fair market value) but continues to hold the deed while the buyer pays him \$100 per month. The \$3,000 is exempt, but the \$100 counts as income.

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- b. An applicant sells a car for \$1,900 (which is its "Blue Book" value), but continues to hold title to the car while the buyer pays \$75.00 per month. The car will not count as a resource to the applicant though the \$75.00 per month payment will count as income.

The item sold or held as security under the contract is exempt to the seller **but the item is countable for the buyer.**

12. Resources whose cash value is not accessible to the household, such as, but not limited to:

- a. Security deposits on rental property or utilities.
- b. Property in probate. For example, any property inaccessible to the household until there is a judicial determination concerning the validity of a will.
- c. Some profit sharing programs. For example, a program that makes money available to the employee only when necessary to allow the employee to pay excessive medical expenses is exempt.
- d. Real property that the household is making a "good faith" effort to sell at a reasonable price. The property must be for sale at the time of application, and the household must be able to demonstrate its efforts to sell the property, e.g., listing through an agent, advertising in a newspaper, etc. There is no time limit that for this exemption; therefore, the property will remain exempt as long as the household continues to make a "good faith" effort to sell it.
- e. Vehicles or mobile homes titled only in a household member's name but in the possession of and financially supported by a person who is not a household member. The household must provide sufficient documentation that shows that someone else possesses the property and makes all required payments, e.g., loan, taxes, insurance, etc.

Note: While the property discussed here will not count as a resource to the person who is the owner of record, the property will count as an available resource to the other person(s) involved in this arrangement.

- f. Irrevocable trust funds. These are any funds in a trust or transferred to a trust, and the income produced by that trust to the extent that it is not available to the household provided that the following four criteria are met:

- 1) The trust arrangement is not likely to cease during the certification period and no household member has the power to revoke the trust arrangement or change the name of the beneficiary during the certification period;
- 2) The trustee administering the fund is either:
 - a) A court, or an institution, corporation, or organization which is not under the direction or ownership of any household member; or,
 - b) An individual appointed by the court who has court imposed limitations placed on the use of the funds which meet the requirements of this chapter;
- 3) Trust investments made on behalf of the trust do not directly involve or assist any business or corporation under the control, direction, or influence of a household member; and,
- 4) The funds held in irrevocable trust are either:
 - a) Established from the household's own funds, if the trustee uses the funds solely to make investments on behalf of the trust or to pay the educational or medical expenses of any person named by the household creating the trust, or
 - b) Established with funds of a person outside the household.

If the trust arrangement does not meet the four conditions listed in 1. through 4., the household is required to initiate court action to establish inaccessibility within the application processing timeframes for determining eligibility. Until the court renders a decision, the trust is available to the household.

13. Governmental payments designated for the restoration of a home damaged in a disaster, if the household is subject to legal sanctions in the event the funds are not used as intended, are exempt. This type of payment would include those made by:
 - a. The Department of Housing and Urban Development or through the Individual and Family Grant Program.
 - b. The Small Business Administration as disaster loans or grants.

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14. Resources that have been prorated as income for self-employed persons or students will not count as a resource. Examples of this type of income include profits from the annual sale of crops, or a grant, scholarship, or fellowship received by a student. These lump sum payments are prorated over a specific period of time to cover living expenses and special needs.
15. Resources of nonhousehold members are exempt unless the member is disqualified. (See Part XII.E.)
16. Resources excluded by law are exempt (Admin. Notice A-39-97). This includes:
 - a. Benefits received from the supplemental food program for Women, Infants and Children, commonly known as the WIC program (P.L. 100-435).
 - b. Reimbursements from Title II of the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970. (P.L. 91-646, Section 216).
 - c. Earned income tax credits excluded as follows:
 1. Federal earned income tax credits received as a lump sum or as payment for the month of receipt and the next month.
 2. Federal, state or local earned income tax credits for 12 months from receipt if the individual receiving the tax credit was participating in the Food Stamp Program when the tax credit was received and provided that the household continuously participates during the 12-month period. In determining the 12-month period, temporary breaks of one month or less will not be considered as nonparticipation.
 - d. Payments for meals for children or adults on whose behalf the payment is made through the Child and Adult Care Food Program, Section 12(3) of the School Lunch Act.
 - e. Energy Assistance payments, including payments from the Low Income Home Energy Assistance Program (i.e., the Virginia Fuel Assistance Program), CSA payments, HUD and FmHA utility reimbursements. (P.L. 99-425).

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- f. Financial assistance from a program funded in whole or in part under Title IV of the Higher Education Act and the Bureau of Indian Affairs, as amended. **Exclude also any money incurred or issued through the U.S. Department of Education or received under the Carl D. Perkins Vocational and Applied Technology Education Act** (P.L. 99-498 and 100-50).
- g. Payments to certain U.S. citizens of Japanese ancestry and resident Japanese aliens and certain Aleuts, under the Wartime Relocation of Civilians Act (P.L. 100-383).
- h. Payments from the Agent Orange Settlement Fund or any other fund established for settlement of Agent Orange product liability litigation. (P.L. 101-201 and 101-239).
- i. All compensation from the Alaska Native Claims Settlement Act and amendments (P.L. 92-203 and 100-241).
- j. Payments authorized under the Disaster Relief Act of 1974, as amended (P.L. 100-707) and the Disaster Relief and Emergency Assistance amendments of 1988. The disaster or emergency must be Presidentially declared. This exclusion applies to federal payments and comparable disaster assistance provided by States, local governments and disaster assistance organizations.

Most Federal Emergency Management Assistance (FEMA) funds are excluded, but payments made when there is no declared disaster or emergency, such as rent assistance for a homeless household, are not excluded.

- k. The following payments to or land of Indian tribes:
 - Indian land held jointly with the tribe or land that can be sold only with the approval of the Department of the Interior's Bureau of Indian Affairs.
 - Payments under the SAC and Fox Indian claims agreement (P.L. 94-189).
 - Payments received by certain Indian tribal members for submarginal land held in trust by the United States (P.L. 94-114, Section 6).
 - Payments received from the disposition of funds to the Grand River Band of Ottawa Indians (P.L. 94-540).

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- Payments received by the Confederate Tribes and Bands of Yakima Indian Nation and the Apache Tribe of the Mescalero Reservation from the Indian Claims Commission (P.L. 95-433, Section 2).
 - Payments from the Maine Indian Claims Settlement Act of 1980 to the Passamaquoddy Tribe, the Penobscot Nation, and the Houlton Band of Maliseet (P.L. 96-420, Section 9c).
 - Payments of relocation assistance to members of the Navajo and Hopi Tribes (P.L. 93-531, Section 22).
 - Per capita interests in trust or restricted lands under the Indian Tribal Judgment Fund Use (P.L. 93-134 and 97-458).
 - Payments to the Chippewa Tribes: Turtle Mountain, Red Lake, Mississippi, Lake Superior, Saginaw or White Earth (P.L. 97-403, 98-123, 99-146, 99-264, 99-346, and 99-377).
 - Payment to the Blackfeet, Grosventre, and Papago Tribes (P.L. 97-408).
 - Payments to the Assiniboiné Tribes (P.L. 98-124, Section 5 and 97-408).
 - Payments to the Seneca Nation (P.L. 101-503).
 - Payments to the Puyallup Tribe (P.L. 101-41).
 - Payments, except for per capita payments over \$2000, to the Seminole Nation of Oklahoma, the Seminole Tribe of Florida, and the Miccosukee Tribe of Florida and the independent Seminole Tribe of Florida (P.L. 101-277).
 - Payments made under the Confederated Tribes of the Colville Reservation Grand Coulee Dam Settlement Act (P.L. 103-436).
1. Resources of SSI recipients. The agency does not need to make a separate evaluation for resources for food stamps for a household in which all members are SSI recipients. The agency must evaluate the resources of household members who do not receive SSI.

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Resources of TANF recipients. The agency does not need to make a separate evaluation for resources for food stamps for a household in which all members receive TANF income or any member receives a TANF-funded service. See PA Case in Definitions for the TANF Program requirements.

- m. Amounts paid to individuals under the Radiation Exposure Compensation Act for injuries or death resulting from exposure to radiation from nuclear testing and uranium mining in Arizona, Nevada and Utah (P.L. 101-426).
 - n. Payments to individuals because of their status as victims of Nazi persecution (P.L. 103-286).
 - o. Payments through the Department of Veteran Affairs to children of Vietnam veterans who are born with spina bifida (P.L. 104-204).
17. HUD retroactive tax and utility cost subsidy payments issued pursuant to the settlement of Undersood v. Harris, for the month in which payment was received and the following month.
18. Resources under a lien - Nonliquid resources against which a lien has been placed as a result of taking out a business loan and the household is prohibited by the security or lien agreement with the creditor from selling the assets.
19. Property related to maintenance of certain excluded vehicles - Real or personal property directly related to maintenance or use of a vehicle which is excluded because it is used for income producing purposes, or it transports a physically disabled household member. Only the portion of real property determined necessary for maintenance or use of the vehicles is excludable.

EXAMPLE: A household owns a produce truck but cannot park it in a residential area. The household owns a one-acre field and uses a quarter of it to park the truck. A quarter of the value of the acre does not count as a resource.

Local zoning laws or the household's ability to convert the property to a cash resource will not affect this resource exclusion.

20. Resources that cannot be sold for a significant return. Resources are exempt from consideration if their sale or other disposition is unlikely to produce a significant amount of money. This exemption

does not apply to financial instruments such as stocks or bonds, or to negotiable financial instruments. A significant return means a return of more than \$1500 after allowing for the estimated costs of sale or disposition and the household's ownership interest. The EW must be convinced that a significant return is not likely because the household has only a relatively small interest or because the cost of disposing of the resource would be relatively great. Verification is required only if the information provided by the household is questionable.

21. Money in individual development accounts (IDA). These exempt funds may be in the form of a trust, trust account or a custodial account. The owner of the account must be a current or former TANF recipient or one who is ineligible for TANF as long as the person's income is less than 200 percent of the federal poverty guidelines. Funds in the account are exempt as long as they are not withdrawn. The account will remain exempt if the household withdraws the funds and uses the money to pursue post-secondary education, to purchase a house, to start a business or to meet an emergency need approved by the sponsoring agency. In Virginia, the accounts are called the Virginia Individual Development Account (VIDA) and Assets for Independence Account (AFIA).
22. Money in an escrow account established by the Family Self-Sufficiency Program through the U.S. Department of Housing and Urban Development.

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A. INCOME DEDUCTIONS (7 CFR 273.9(d))

Financial eligibility of a household is based on gross or net income as described in Part XI.A. Benefit level is based on net income that is defined as the total of all countable income, both earned and unearned, after the appropriate allowable deductions have been made.

In evaluating expenses toward the calculation of the net income, the household is given credit only for expenses for which a money payment is made or due to someone outside the household. Except for Virginia Energy Assistance Program (fuel assistance) payments, deductions will not be allowed for expenses or the portion of expenses made through vendor payments or for which the household will be reimbursed. Participants of the Low-Income Home Energy Assistance Program (the Virginia Energy Assistance Program) are entitled to have actual utility expenses considered or to have the utility standard applied even if the expenses are covered by fuel assistance vendor payments but utility expenses reimbursed or paid through HUD or FmHA utility reimbursements are not deductible.

All households with income will be allowed the following deductions, if appropriate, in determining net income.

1. Standard Deduction (7 CFR 273.9(d)(1))

Each household is entitled to a standard deduction from the total gross income of the household. The amount of the deduction is dependent on the number of eligible household members. For the purpose of determining the standard deduction, household size will not include disqualified or ineligible members.

Household Size	Standard Deduction
1-4 members	\$134
5 members	\$147
6 or more members	\$168

2. Earned Income Deduction (7 CFR 273.9(d)(2))

Each household with countable earned income may deduct an earned income deduction. Twenty (20) percent of the countable gross earnings is to be deducted.

The earned income deduction is not allowed on any portion of the earned income amount received through a work supplementation or support program that is attributable to public assistance benefits. The deduction is also not allowed when determining an overissuance amount if the basis for the claim is because of the household's failure to report earned income timely.

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3. Dependent Care Expense (7 CFR 273.9(d)(4))

This deductible expense is allowed only if necessary for a household member to accept or continue employment, seek employment, comply with employment and training requirements, or attend training or pursue education that is preparatory for employment. The expense may be incurred for the care of a child or other dependent.

The maximum dependent care deduction is \$200 per month for each child under two years of age and \$175 per month for each other dependent. The total dependent care expense for each dependent should be listed on the worksheet for evaluation but the amount used in the calculation will be limited to the maximum allowed.

Requirements for verification of dependent care expenses are in Parts III.A and E. Forms of acceptable verification include a signed statement from the provider, and receipts signed by the provider, or statements from agencies or organizations assisting with child care expenses.

4. Shelter Expense (7 CFR 273.9(d)(5))

The cost of shelter will be considered after all other deductions have been determined. The allowable deduction for shelter may not exceed **\$367**. That portion of the monthly shelter costs that exceeds 50 percent of the household's adjusted net income will be a deduction but, not to exceed **\$367** per month. The adjusted net income is determined by subtracting the standard deduction, earned income deduction, dependent care deduction, **child support deduction**, homeless shelter standard and medical deduction from the total gross income.

Households that contain a member who is 60 years of age or older, or who is disabled, as defined in Definitions, may receive an excess shelter deduction that exceeds the shelter maximum allowed for other households. These households will receive the actual amount that exceeds half the net income.

The agency must add together all expenses that are part of the cost of shelter, except food, to arrive at a total shelter cost figure. In determining the amount to use as the cost of shelter, the following expenses will count unless vendor payments (Part XI.F.3.) with the exception noted below in item e. cover the expenses. Note the special provisions in section 7 for assessing shelter costs for homeless households.

PART XI

INCOME

<u>CHAPTER</u>	<u>SUBJECT</u>	<u>PAGES</u>
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A. INCOME ELIGIBILITY STANDARDS (7 CFR 273.9(a))

To be eligible for Food Stamp benefits, the countable gross monthly income of households shall not exceed the monthly income limits shown below in Chart #1. The gross income limits of Chart #1 do not apply to households with a member who is 60 years of age or over (including a member whose 60th birthday is in the month of application), or to households with a member who is disabled, as defined in Definitions.

For the self-employed, the EW must first exclude the cost of doing business. For the student receiving educational benefits, the EW must first exclude allowable educational expenses as described in Part XII.G.

All households, except those that are categorically eligible, must be determined eligible based only on net income (gross income less allowable deductions listed in Part X.A). The maximum net income limits are shown in Chart #2.

INCOME ELIGIBILITY LIMITS		
Household Size	CHART #1	CHART #2
	Gross Income Maximum	Net Income Maximum
1	\$ 960	\$ 739
2	1,294	995
3	1,628	1,252
4	1,961	1,509
5	2,295	1,765
6	2,629	2,022
7	2,962	2,279
8	3,296	2,535
Each additional member	+334	+257

Net income is the basis for the allotment for all households. While categorically eligible households, as defined in Part II.H.3, do not have to meet either the gross or net income eligibility standards, the net income limits are used to determine entitlement to an allotment even for these households.

B. COUNTABLE INCOME

Countable income is all household income, earned and unearned, from whatever source, excluding only that income specified in Part XI.F.

Income received by one person for another person or for multiple beneficiaries is considered the income of the person receiving it, unless the provisions of Part XI.G. (earned income of several members combined into one payment) are applicable. Evaluate any income exclusions, such as third party fund exclusion, according to Part XI.F.

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When verification of income is required, the local agency must verify gross amounts, and the rate and frequency (i.e., weekly, semi-monthly, etc.) of the income the employee receives. For income received more often than monthly, verify the payment cycle, i.e., the day the employee receives the income.

C. EARNED INCOME (7 CFR 273.9(b)(1))

Earned income includes:

1. Wages and Salaries

All wages and salaries for services performed as an employee. This includes wages held by an employer at the employee's request and advances on wages as discussed in Part XII.G. Gross wages are considered, regardless of the amount and nature of the deductions, unless any portion of the gross pay is considered excludable under Part XI.F. or unless the gross amount reflects credit for employee benefits. In situations where benefits are reflected as credits and where the employee cannot elect to receive a cash payment, the amounts shown on the pay stub will not count as income. If an employee elects to have money withheld from the earnings to pay for employee benefits, that money must be counted as income.

If the employer still considers the individual as an employee, consider vacation pay and sick pay as earned income. Additionally, for sick pay, the employer must make the payment directly in order to consider the money as earned income; otherwise, it is unearned income.

If the individual has terminated employment, accumulated vacation pay and sick pay are considered earned income if received in more than one installment, and a lump sum resource if received in one installment. Laid-off employees are terminated employees for the purposes of this policy. If a laid-off employee opts not to withdraw vacation and/or sick pay, the value of such funds counts an available resource.

Consider bonus pay as earned income.

Consider severance pay as unearned income.

2. Self-Employment Income

The gross income from a self-employment enterprise including the total gain from the sale of any capital goods or equipment related to the business, excluding the cost of doing business. (See Part XII.A.)

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Ownership of rental property is a self-employment enterprise; however, income derived from the rental property counts as earned income only if a household member actively manages the property for a minimum of 20 hours a week.

Payments from roomers and boarders counts as earned self-employment income.

3. Training Allowances and Work Investment Act

Training allowances from vocational and rehabilitative programs recognized by federal, State or local governments when they do not constitute a reimbursement. (See Part XI.F.) This includes, but is not limited, to vocational rehabilitation incentive payments.

Income received by individuals who are participating in on-the-job training programs Title I, of the Work Investment Act will be considered earned income. This provision includes on-the-job training programs funded under Title I of the National and Community Services Act, Americorps, the Summer Youth Employment and Training Program, and the Youthbuild Program. This provision, however, does not apply to household members under 19 years of age that are under the parental control of another household member, regardless of school attendance and/or enrollment as discussed in Part XI.F.8. See also Part XI.F.11.d.

4. Payments under Title I of the Domestic Volunteer Service Act of 1973

Payments under Title I (VISTA, University Year for Action, etc.) of the Domestic Volunteer Service Act of 1973 are considered earned income unless they are excluded from consideration. See Part XI.F.11.c.

5. Payments to Day Care Providers

Payments to day care providers for meals served to children, other than their own, funded by the School Lunch Act will be counted as earned income to the provider and not as a reimbursement. See Part XII.A.7 for allowable business costs.

6. Jury Duty Pay (PIRS 88-10)

Jury duty pay is countable earned income unless it meets the infrequent/irregular income or reimbursement policy of Part XI.F.4 or F.6.

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Use the following documents or records, generally available from the applicant, to verify the earned income of the household:

Pay stubs	Pay envelopes
Employee's W-2 Form	Wage tax receipts
State or federal income tax return	Self-employment bookkeeping records
Sales and expenditure records	

Verification from other sources might include:

Employer's wage records	VEC Office
Statement from the employer	State Income Tax Bureau

D. SPECIAL INCOME OF MILITARY PERSONNEL (FNS Policy Memos 81-1, 81-5, and 81-13 and Admin Notice A-24-91)

Many members of the military receive special allowances that will count in determining the eligibility and coupon allotment of households containing such persons. Military personnel may receive the following allowances:

1. Basic Allowance for Housing (BAH)
2. Basic Allowance for Subsistence (BAS)
3. Clothing Maintenance Allowance (CMA)

These allowances will appear on the leave and earnings statement of military personnel. Evaluate the allowance as follows:

- a. BAH. This allowance provides uniformed service members with compensation for housing based on comparable civilian costs of housing. The BAH is based on civilian rental costs by pay grade, dependency status, and location. The household will receive one monthly payment. The BAH replaces the Basic Allowance for Quarters (BAQ) and the Variable Housing Allowance (VHA).

The BAH is considered as earned income for Food Stamp purposes. The household is also entitled to a shelter deduction. In some instances a person will receive a BAH and then have all or some of this amount deducted on the leave and earnings statement, because he or she lives on the base. Use the amount listed to compute the shelter deduction.

- b. BAS. With some exceptions, each member of a uniformed service who is entitled to basic pay is entitled to a BAS. An enlisted man is entitled to BAS, on a daily basis, when rations in kind

are not available, when permission to eat separately has been granted, and when assigned to duty under emergency conditions where no eating facilities of the United States are available. An officer of a uniformed service who is entitled to basic pay is at all times entitled to BAS.

The BAS is paid in cash, on a daily basis, or by check, three months in advance, and is not considered a part of the wages. The BAS will appear on the leave and earnings statement monthly. The BAS is considered as earned income for Food Stamp purposes.

- c. CMA. Generally, enlisted personnel receive uniforms upon acceptance into the armed services and regular allowances to replace worn out uniforms. Officers receive both an initial allowance and additional allowances depending on years in service. The CMA is paid in the personnel's regular check but is shown separately on the leave and earnings statement.

For Food Stamp purposes the CMA is excluded as a reimbursement for the job-related expense of uniforms under Part XI.F.6.

E. UNEARNED INCOME (7 CFR 273.9(b)(2))

Unearned income includes:

1. Assistance Payments

Assistance payments from federal, federally aided, or State-local public assistance programs, based on need. Examples are:

- a. Temporary Assistance to Needy Families (TANF)
This includes payments made under the TANF block grant to supplement recipients for child support received by the Division of Child Support Enforcement on the household's behalf.
- b. General Relief (GR)
- c. Supplemental Security Income (SSI)

Income from these assistance programs will count as unearned income even if provided in the form of a vendor payment, unless the provisions of Part XI.F.3 apply that prohibit considering certain vendor payments as countable income.

Assistance payments from programs that require the actual performance of work without compensation, other than the assistance payments themselves, count as unearned income.

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2. Annuities and Pensions

Annuities and pensions, such as:

- a. Retirement benefits
- b. Veteran's benefits
- c. Disability benefits
- d. Old age, survivors, and Social Security benefits (OASDI)

3. Workmen's or Unemployment Compensation

4. Strike Benefits

5. Foster Care Payments

Foster care payments made to a household on behalf of a legally assigned foster child. Note: Foster care payments will be considered the income of the foster family if the household elects to count the foster child as a household member for food stamp purposes. Therefore, if the foster person is excluded from the household under the provisions of Part VI.A.3., the payment is not considered income to the rest of the household.

6. Certain Rental Property Income

Income derived from rental property in which a household member is not actively engaged in the management of the property at least an average of 20 hours a week. Except for the fact that the earned income deduction (Part XIII.A.2) does not apply, treat this income the same as a self-employment enterprise. (See Part XII.A.)

7. Support and Alimony Payments

Support and alimony payments made directly to the household from a nonhousehold member. This includes payments redirected to the household from the Division of Child Support Enforcement (DCSE). Payments received by or for TANF recipients that the household should send to the Division of Child Support as a condition of TANF eligibility will not count **even if the household fails to redirect the payments. Payments received through the TANF Program to supplement recipients for support payments received on their behalf will count as TANF income instead of support payments. See Part XI.E.1.a.**

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8. Dividends, Royalties and Interest

Payments received in the form of dividends or royalties are countable. **Interest payments will count as income if the amount averages more than \$10.00 per month.**

9. Money Withdrawn from Trust Funds or Improper IDA Withdrawals

Money withdrawn or dividends that are or that the household could receive from trust funds do not count as a resource under Part IX.E.12. Trust withdrawals will count as income in the month received unless they are otherwise exempt. Dividends that the household has the option of either receiving as income or reinvesting in the trust will count as income in the month they become available to the household unless otherwise exempt.

Withdrawals from an individual development account (IDA) will not count as income if the withdrawal is for pursuing post-secondary education, purchasing a home, starting a business or as an approved household emergency. All other withdrawals from the IDA will count as unearned income in the month of the withdrawal.

10. Income Available to Sponsored Aliens (7 CFR 273.9(b)(4); 7 CFR 273.11(h)(2)(iv))

For households that contain sponsored aliens (as defined in Part XII.C.), unearned income will also include that amount of the monthly income of an alien's sponsor and the sponsor's spouse (if living with the sponsor) deemed to be that of the alien according to the procedures in Part XII.C.3. and 5. Income deeming applies unless the sponsored alien is otherwise exempt from this provision as allowed in Part XII.C.1.

Actual money paid to the alien by the sponsor or the sponsor's spouse does not count as income to the alien unless the amount paid exceeds the amount attributed to the sponsor. See Part XII.C.4. The amount paid that exceeds the amount attributed will count as income to the alien in addition to the amount attributed to the alien.

11. Funds Deposited into Joint Accounts

Funds deposited into a joint bank account by a nonhousehold member, when a household member's name is also on the account count as income to the household, to the extent the deposited funds are intended for household use.

The EW must be sure to use this policy only when deposited funds are intended for household use. For example, a husband in the military

overseas has his allotment deposited directly into a joint account with his wife who receives food stamps and the money is intended for his wife's use.

In situations where a food stamp household member's name is on a joint account with a nonhousehold member and the funds deposited by the nonhousehold member are clearly not intended for the household member's use, no income to the household will be counted. The account balance will be evaluated as a resource to the household according to policy described in Part IX.C.1.

The EW must verify the household member's statement concerning the amount of money available as income. If all the money deposited into the joint account is intended for the household's use, then verification of the amount deposited would suffice. When this is not the case however, it will be necessary to verify the amount through the nonhousehold member.

When a nonhousehold member's savings are used by the household to repay a loan for the nonhousehold member it would not be considered as income to the household. This policy will also apply to repayment of car loans in which the nonhousehold member is the sole owner.

If the statements of the household and nonhousehold member differ regarding the amount of money intended for the household's use, the EW must resolve the discrepancy and document the case record.

12. Severance Pay

Severance pay, an allowance usually based on length of service which is payable to an employee upon termination of employment, will count as unearned income. The EW must take care to distinguish severance pay from the last regular paycheck(s) a person may be entitled to receive. Any regular paychecks count as earned income.

13. Other Money Payments

All other direct money payments from any source which can be construed to be a gain or benefit to the food stamp household, other than monetary gifts for an identifiable one time occasion or normal annual occasion.

In verifying unearned income of the household, the following documents or records are generally available through the applicant:

RSDI award letter (note that changes in benefits will not always be reflected)	Benefit payment check
--	-----------------------

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Unemployment Compensation award letter	Pension award notice
Veterans Administration award notice	Correspondence on benefits
Income tax records	Railroad Retirement award letter
Support and alimony payments evidenced by court order, divorce or separation papers, contribution check	

Verification from other sources might include:

Social Security (Form SSA-1610)	Social Security District Office files
VEC - Unemployment Compensation Section	Employer's record
Union records	Workers Compensation records
Veterans Administration	Insurance company records
Tax records	Railroad Retirement Board records
PA case file	

F. EXCLUDED INCOME (7 CFR 273.9(b)(5); 273.9(c))

The following income will not count in determining eligibility or benefit level:

1. Repayment of a Prior Overpayment

Repayment of a prior overpayment provided that the income was not excludable elsewhere in this chapter at the time of the overpayment. This includes:

- a. Money withheld from an assistance payment, from earned income, or from any other income source to repay a prior overpayment received from that income source.
- b. Money received from any income sources that the household voluntarily or involuntarily returns to repay a prior overpayment received from that income source.

Example

A TANF recipient is entitled to a grant of \$225.00 but the amount of the actual payment is \$175.00. The agency withheld \$50.00 to repay a prior overpayment. The overpayment was not the result of the household's failure to comply with the TANF program requirements. The net amount received by

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the TANF recipient is the amount that will count as income for food stamp purposes.

However, money withheld from assistance from another program that results from the household's failure to comply with the requirements of the other program will count as income, as specified in Part XII.D.

2. Payments Received by the Division of Child Support Enforcement (DCSE)

Payments received and kept by the DCSE on behalf of TANF recipients will not count as income. Payments redirected to households by the DCSE **or supplemented through the TANF Program will count as** income. Payments received by TANF recipients that the recipient must direct to Division of Child Support, as a condition of TANF eligibility, will not count as income even if the household keeps the payments.

3. In-Kind Benefits and Vendor Payments

In-kind benefits and vendor payments are any gains or benefits that are not in the form of money payable directly to the household.

a. In-Kind Benefits

In-kind benefits are benefits for which no monetary payment occurs on behalf of the household. These benefits include meals, clothing, housing or produce from a garden.

b. Vendor Payments

A vendor payment is a money payment made on behalf of a household by a person or organization outside of the household to a service provider or creditor of the household. Vendor payments made to a third party on behalf of the household are included or excluded as income as described below:

1. PA vendor payments, excluding GR vendor payments

Vendor payments from PA programs, other than GR, are excluded as income if they are made for:

- a. Medical assistance
- b. Child care assistance
- c. Energy assistance
- d. Emergency assistance

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e. Special and emergency assistance, not specifically excluded by other provisions of this section, made over and above the normal grant.

f. Emergency TANF vendor payments on behalf of a migrant or seasonal farmworker household while the household is in the job stream.

2. GR Vendor Payments

Except for some vendor payments for housing, GR vendor payments do not count as income. A housing vendor payment will count as income unless the payment is for:

a. Utility costs

b. Energy assistance

c. Housing assistance from a state or local housing authority

d. Special and emergency assistance, not specifically excluded by other provisions of this section, made over and above the normal grant.

e. Emergency GR vendor payments on behalf of a migrant or seasonal farmworker household while the household is in the job stream.

3. HUD Vendor Payments

Rent or mortgage payments made by the Department of Housing and Urban Development (HUD) to landlords or mortgagees are excluded. This includes TANF payments for housing made through HUD.

4. Educational Assistance Vendor Payments

Educational assistance paid on behalf of households for living expenses **are excluded**.

5. Vendor Payments that are Reimbursements

Vendor payments that are also in the form of reimbursements are excluded.

6. Demonstration Project Payments

In-kind or vendor payments that would normally not count

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as income but which are converted, in whole or in part, to a direct cash payment under a federally authorized demonstration project or a waiver of federal law provisions are excluded.

7. Other Third-Party Payments

Money which is legally obligated and otherwise payable to the household shall be counted as income and not excluded as vendor payments when they are diverted to a third party by the provider of the payment for a household expense. Court-ordered support or alimony payments and wages are examples of payments that will count as income regardless of diverted payments to third parties.

4. Infrequent or Irregular Income

Any income in the certification period which is received too infrequently or irregularly to be reasonably anticipated, but which is not more than \$30 in a calendar quarter. **This may include interest payments on bank accounts or other financial instruments as long as the average monthly payment is less than \$10.00 per month.**

5. Loans

All loans. The loan may be from a private individual as well as from a commercial institution. When verifying that income is exempt as a loan, a legally binding agreement is not required. A simple statement signed by both parties that indicates that the payment is a loan and that the household must repay the loan will be sufficient verification. If the household receives payments on a recurrent or regular basis, however, from the same source, but claims the payments are loans, the local agency may also require that the provider of the loan sign an affidavit which states that repayments are being made or that payments will be made in accordance with an established repayment schedule.

6. Reimbursements

Reimbursement on past or future expenses, to the extent that:

- a. They do not exceed actual expenses.
- b. They do not represent a gain or benefit to the household.

Reimbursements for normal household living expenses, such as rent or mortgage, personal clothing, or food eaten at home are a gain or benefit, and, therefore, will not count as income. To exclude this

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money, these payments must be for an identified expense, other than normal living expenses, and the recipient must use the money for the purpose intended.

When a reimbursement covers multiple expenses, including a flat allowance, it is not necessary to identify each expense separately as long as none of the reimbursement covers normal living expenses.

The amount by which a reimbursement exceeds the actual incurred expense will count as income. It is not necessary to consider whether reimbursements exceed actual expenses unless the provider or the household indicates the amount is excessive. This applies to anticipated expenses as well as past expenses for which reimbursement covers.

Jury duty pay may count as a reimbursement if it meets the criteria of this section.

Examples of reimbursements that do not represent a gain or benefit to the household are:

- a. Reimbursement or flat allowances for job or training related expenses, such as:
 - 1) Travel
 - 2) Per diem
 - 3) Uniforms
 - 4) Transportation to and from the job or training site, including reimbursements for the travel expenses incurred by migrant workers.
- b. Reimbursements for out-of-pocket expenses of volunteers incurred in the course of their work.
- c. Medical reimbursements.
- d. Dependent care reimbursements.
- e. Reimbursements received by households to pay for services provided by Title XX of the Social Security Act.

7. Third Party Funds

Monies received and used for the care and maintenance of a third-party beneficiary who is not a household member. If the intended beneficiaries of a single payment are both household and nonhousehold

members, any identifiable portion of the payment intended and used for the care and maintenance of the nonhousehold member will not count. If the nonhousehold member's portion cannot be readily identified, the payment shall be evenly prorated among intended beneficiaries and the exclusion applied to the nonhousehold member's prorata share or the amount actually used for the nonhousehold member's care and maintenance, whichever is less. The term nonhousehold member refers both to persons residing with the food stamp household but considered nonhousehold members according to the provisions of Part VI.C and persons who do not reside with the food stamp household.

Examples

- a. Ms. X is payee for Social Security benefits for two children who do not live with her. The check totals \$200. Ms. X gives the children's guardian \$100. In addition, she deposits \$25 in a savings account for the children and spends the remaining \$75 on items for the children.

Ms. X has no income assigned from this source. The EW must count \$200 to the children's household. If Ms. X could not account for any portion of the \$200, that portion would count as income to her.

- b. Ms. Y receives child support for her two children. One child does not live with her. The father sends \$200 (\$100 prorated for each child). Ms. Y sends \$150 to the child who is not in her home.

The income for Ms. Y's household is \$100. The second child's income is \$150 (\$100 child support and \$50 contribution from the mother).

- c. Ms. Z and her four children receive a TANF check of \$300. The oldest child is in Job Corps in another city, so the food stamp unit excludes this child. Ms. Z sends the child \$50 a month from the TANF check to cover his living expenses.

The child's prorated share of the TANF check is \$300 divided by 5 = \$60. The mother actually sends \$50. The lesser amount, \$50, is excluded income in the food stamp calculation.

- d. A food stamp household requests the inclusion of children who reside elsewhere part of the month. The nonparticipating household receives income on behalf of the children and uses

that income to pay household and the children's personal expenses. The nonparticipating household does not share any of the income with the food stamp household.

Since the payee uses all the income on behalf of the members with dual household membership, the income must follow the members and count toward any household that claims them as members for food stamp purposes.

8. Earnings of Children

The earned income of children who are under age 18 and who attend elementary or high school, or who attend GED classes that are operated, supervised, or recognized by the local school board. This exclusion also applies to participants of elementary or high school level home-school programs that are approved by the local school superintendent as meeting the state's home-school law. The children must also be:

- a. Certified with a natural, adoptive or step-parent, or
- b. Under the control of a household member other than a parent, as defined in Part VI.A.2.b.

This exclusion will continue to apply during temporary interruptions in school attendance due to semester or vacation breaks, provided the child's enrollment will resume following the break. If the child's earnings or amount of work performed cannot be differentiated from that of other household members, the total earnings must be divided equally among the working members and the child's prorata share excluded.

This exclusion will end the month following the month in which the child turns 18.

9. Lump Sum Payments

Monies received in the form of a nonrecurring lump sum payment, including but not limited to:

- a. Income tax refunds, rebates or credits;
- b. Retroactive lump sum Social Security, public assistance, Railroad Retirement benefits or other payments;
- c. Lump sum insurance settlements;
- d. Refunds of security deposits on rental property or utilities.
- e. Accumulated vacation pay or sick pay of terminated employees received in a lump sum;

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- f. Gambling winnings;
- g. Monetary gifts for identifiable one time occasions or normal annual occasions; and,
- h. Retroactive SSI payments even when received in multiple installments.

These payments will count as resources in the month received unless specifically excluded from consideration as a resource by other federal laws. The fact that the household or agency can anticipate a lump sum payment does not affect the exclusion as income.

Irregular unemployment compensation benefits will not count as lump sum payments although they may include amounts intended to cover prior periods.

Irregular support payments generally will not count as lump sum payments. The \$50 TANF disregarded support payment received for a prior period **and support payments made through one-time payments such as the withholding of federal or state tax refunds** will count as a lump sum resource however. The disregarded incentive support payment will be for a prior period if the entitlement date is two or more months prior to the check date. **This exclusion does not include the TANF monthly supplement payment received for the prior month.**

10. Self-Employment Expenses

The cost of producing self-employment income. The procedures for computing the cost of producing self-employment income are described in Part XII.A.5 and 9.

11. Exclusion by Law

Income specifically excluded by federal law from consideration as income in determining Food Stamp eligibility or benefits. This includes:

- a. Reimbursements from the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970 (P.L. 91-646, Section 216).
- b. All compensation received under the Alaska Native Claims Settlement Act and amendments (P.L. 92-203 and 100-241).
- c. Payments to volunteers under programs covered by the Domestic Volunteer Services Act of 1973 as amended (P.L. 93-113). This includes:

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- Title I - Payments to VISTA volunteers and participants of the University Year for Action and Urban Crime Prevention Program if the volunteers were receiving food stamps or public assistance when they joined the Title I program. **This also includes payments to VISTA volunteers if the payment is less than the federal minimum wage.**
 - Title II - This includes the Retired Senior Volunteer Program, Foster Grandparents, and the Senior Companion Program.
- d. Payments from programs funded in whole or in part under the Workforce Investment Act (WIA), except for on-the-job training programs under Title I of the WIA. Payments from on-the-job training programs under this section are considered countable earned income, except for persons under 19 who are under parental control of a household member. For such individuals, the on-the-job WIA payments are excluded.
- This exclusion includes projects conducted under Title I of the National and Community Services Act, Americorps, and the Summer Youth Employment and Training Program, as if the projects were conducted under the WIA. Payments made under the Youthbuild Program through the Housing and Community Development Act must also be treated like WIA payments (P.L. 97-300, 99-198, 101-610, 102-367, 102-550).
- e. Payments from the Community Service Employment Program under Title V of the Older Americans Act (P.L. 100-175). Some organizations that receive Title V funds are:
- Green Thumb
 - National Council on Aging
 - National Council on Black Aging
 - American Association of Retired Persons
 - U.S. Forest Service
 - National Association for Spanish Speaking Elderly
 - National Urban League
 - National Council of Senior Citizens
- f. Payments from private nonprofit charitable organizations, not in excess of \$300 per fiscal quarter, which are not already

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excluded as a lump sum resource. Any amount over the \$300 limit is counted as unearned income (P.L. 100-232).

- g. Payments under the Wartime Relocation of Civilians Act to certain U.S. citizens of Japanese ancestry and resident Japanese aliens and certain Aleuts (P.L. 100-383).
- h. Payments from the Agent Orange Settlement Fund or any other fund established for settlement of Agent Orange product liability litigation (P.L. 101-201 and P.L. 101-239.)

Payments to veterans with service-connected disabilities resulting from Agent Orange exposure are countable (P.L. 102-4).
- i. Payments under the Disaster Relief Act of 1974, as amended, and the Disaster Relief and Emergency Assistance amendments of 1988. The disaster or emergency must be a presidentially declared disaster. The exclusion applies to federal payments and comparable disaster assistance provided by States, local governments and disaster assistance organizations (P.L. 100-707)

Most Federal Emergency Management Assistance (FEMA) funds are excluded, but payments made when there is no declared disaster or emergency, such as rent assistance for the homeless household, are not excluded.
- j. The value of any child care provided, arranged, or reimbursed under the Social Security Act through the block grant child care program (Section 6585, P.L. 102-586, as amended).
- k. Earned income tax credits (P.L. 101-508).
- l. Salary reductions for military personnel which are used to fund the GI bill (P.L. 99-576).
- m. The following payments to Indian tribes:

- Income from certain submarginal land of the U.S. which is held in trust for certain Indian tribes (P.L. 94-114, Section 6).
- Income from the disposition of funds to the Grand River Band of Ottawa Indians (P.L. 94-540).
- Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation and the Apache Tribe of the Mescalero Reservation (P.L. 95-433, Section 2).

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- Payments from the Maine Indian Claims Settlement Act of 1980 to the Passamaquoddy Tribe, the Penobscot Nation, and the Houlton Band of Maliseet (P.L. 96-420, Section 9c).
 - Payments of relocation assistance to members of the Navajo and Hopi Tribes (P.L. 93-531, Section 22).
 - Per capita payments of up to \$2,000 per calendar year under the Indian Judgment Fund Act as amended (P.L. 93-134 and 97-458).
 - Payments to the Chippewa Tribes: Turtle Mountain, Red Lake, Mississippi, Lake Superior, Saginaw, or White Earth (P.L. 97-403, 98-123, 99-146, 99-264, 99-346, and 99-377).
 - Payments to the Blackfeet, Grosventre, and Papago Tribes (P.L. 97-408).
 - Payments to the Assiniboiné Tribes (P.L. 98-124, Section 5 and 97-408).
 - Payments to the Seneca Nation (P.L. 101-503).
 - Payments to the Puyallup Tribe (P.L. 101-41).
 - Payments to the Sac and Fox Tribes (P.L. 94-189).
 - Payments, except for per capita payments over \$2000, to the Seminole Nation of Oklahoma, the Seminole Tribe of Florida, the Miccosukee Tribe of Florida, and the independent Seminole Tribe of Florida (P.L. 101-277).
 - Payments made under the Confederated Tribes of the Colville Reservation Grand Coulee Dam Settlement Act (P.L. 103-436).
- n. Payments under the Radiation Exposure Compensation Act (P.L. 101-426).
- o. Contributions of an SSI recipient into a Plan for Achieving Self Support (PASS) account (PL 102-237).
- p. Payments for meals for children or adults on whose behalf the payment is made through the Child and Adult Care Food Program, Section 12(a) of the School Lunch Act.

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- q. Payments to individuals because of their status as victims of Nazi persecution (P.L. 103-286).
- r. Payments through the Department of Veteran Affairs to children of Vietnam veterans who are born with spina bifida (P.L. 104-204).

12. Government Subsidies for Housing and Energy/Utility Payments

Payments or allowances made for **housing, energy assistance or utility payments** under any federal, **state or local government program** will not count. This includes payments received from the Low-Income Home Energy Assistance Program (Virginia Fuel Assistance Program), HUD and FmHA utility payments.

13. Shared Shelter Arrangements

In some situations, food stamp households may share shelter expenses with other food stamp units or other nonrecipients. Money may exchange hands between the units to facilitate bill paying. This exchange of money for the purposes of bill paying in a shared shelter arrangement is not considered income to the person receiving it. Each food stamp unit is entitled to its share of the shelter expenses on its worksheet.

Note: This policy does not replace the roomer/boarder and rental property situations.

14. Funds Deposited in an Individual Development Account (IDA) or HUD Escrow Account

Money deposited in an IDA on behalf of a household member will not count as income as well as money deposited in an escrow account established by HUD.

15. VIEW Support Services Payment

Payments made directly or indirectly to household members for supportive services through VIEW will not count as income.

16. Educational Benefits

Money received for educational purposes.

G. INCOME OF EXCLUDED HOUSEHOLD MEMBERS (7 CFR 273.9(b)(3); 273.11(d))

Individual household members may be disqualified from participation in the Food Stamp Program, or may be ineligible to participate. See Part VI.C for a discussion of nonhousehold members.

The earned or unearned income of a disqualified household member is to be handled in accordance with Part XII.E. All or part of the income of the disqualified person must be counted to the remaining members.

For excluded household members who are ineligible rather than disqualified, such as ineligible students, the income of the ineligible member is not considered available to the household. Any cash payments from the ineligible member to the household must be considered income under the normal income standards described in this manual. If the household shares deductible expenses with the ineligible member, only the amount actually paid or contributed by the eligible members is allowed as an expense. If these payments or contributions cannot be differentiated, the expenses must be prorated evenly among the persons actually paying or contributing to the expense and only the eligible members' pro rata share deducted.

When the earned income of one or more household members and the earned income of an ineligible member are combined into one wage, the income of the household members must be determined as follows: If the household's share can be identified, count that portion due to the household as earned income. If the household's share is not identifiable, prorate the earned income among those it was intended to cover and count the prorated portion to the household.

PART XII SPECIAL INCOME DETERMINATIONS

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PART XII SPECIAL INCOME DETERMINATIONS

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Other conditions that will cause the sponsor's support obligation to end are the death of either the sponsored immigrant or the sponsor, or instances when the immigrant leaves the country or no longer holds permanent resident status.

4. Responsibilities of the Sponsored Immigrant

The immigrant is responsible for the following:

- a. obtaining the cooperation of the sponsor;
- b. providing information or documentation necessary to calculate the countable income and resources of the sponsor at application and recertification; and,
- c. providing the names or other identifying information about immigrants for whom the sponsor has signed an agreement to support to enable the local agency to determine how many of these sponsored immigrants are Food Stamp Program applicants or recipients so that the sponsor's attributed income and resources can be divided by the number of such immigrants.

If information about other immigrants for whom the sponsor is responsible is not provided, the income and resource amounts will be attributed to the immigrant in their entirety until the information is provided.

The immigrant is also responsible for:

- reporting the required information about the sponsor and sponsor's spouse if a different sponsor is obtained during the certification period; and,
- reporting a change in income should the sponsor or the sponsor's spouse changes or loses employment, or dies during the certification period. These changes must be handled according to the timeliness standards in Parts XIV.A.

The household is primarily responsible for obtaining the information or verification needed to determine the sponsor's or spouse's income and resources but, the agency must provide assistance in accordance with Part III.B.

5. Reimbursement Procedures

After food stamp benefits are issued to a sponsored immigrant, the local agency must pursue collection of the amount of benefits issued. The local agency may lump together the amount of all public benefits issued by the agency instead of pursuing separate collections for each program. Legal and other collection costs may be included in the reimbursement requests.

The agency must exclude any sponsor who is participating in the Food Stamp Program from the reimbursement procedures.

The request for reimbursement must be sent to the sponsor by personal service and must include the following:

- a. Date of the sponsor's affidavit or support;
- b. Sponsored immigrant's name;
- c. Immigrant's registration number;
- d. Address of the immigrant;
- e. Immigrant's date of birth;
- f. Type of public benefit received;
- g. Date(s) benefits received; and,
- h. Total amount of benefits received.

The request for reimbursement must advise the sponsor to respond within 45 days of the request by paying the requested amount or by arranging a payment plan that is satisfactory to the agency.

If the sponsor does not respond to the reimbursement request, the agency may file a civil suit against the sponsor at the end of the 45-day period. If a final judgment is obtained against the sponsor, the agency must mail a certified copy of the judgment and a cover letter containing the reference "Civil Judgment for Congressional Report - 213A(i)(3)IIRIRA" to:

Immigration and Naturalization Service
Statistics Branch
425 I Street NW
Washington, D.C. 20536

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January, the employee reports that his salary was increased to \$4800 per year. Now, \$400 is assigned to the months remaining in the contract period. (\$4800 divided by 12 equals \$400.)

3. Termination of Annualized Income

If no further income from the same source is expected, contract income that has been annualized is considered terminated as of the last month included in the annualization.

Example

A contract school employee is paid \$6,000 over the ten months in the school year, September through June. She grosses \$600 in each of the 10 months. She does not plan to work for the school board in the next school year.

The Food Stamp worker annualizes the income over the year September through August, and counts $\$6,000 \div 12 = \500 per month.

Should the employee apply in June, her income is not considered terminated in June, even though June is the last month she receives a pay check. The income is terminated in August, the last month included in the annualization.

Income that is interrupted within the contract period is considered terminated the month the change in contract employee status occurs.

Example

A school employee quits in February. The agency annualized her contract income and assigned income to the months September through August. The income will no longer count for February

Self-employment income that has been annualized is considered terminated as of the month the person terminates the self-employment enterprise.

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G. WAGES HELD BY AN EMPLOYER

Wages held by an employer at the request of the employee will count as income to the household for the month the wages would otherwise have been paid by the employer. Wages held by the employer as a general practice will not count as income to the household even if it is in violation of law. Held wages will count if the household expects to ask for and receive an advance, or expects to receive income from wages that the employer previously held as a general practice. This income will count as long as the local agency did not previously count the income.

Advances on wages count as income in the month received only if the EW can reasonably anticipate the receipt of the income as defined in Part XIII.A.3. Conversely, when an employer withholds wages to repay an advance that previously counted as income in a food stamp determination, the wages withheld will not count as income.

H. TRANSITIONAL BENEFITS FOR FORMER TANF RECIPIENTS

Transitional Benefits allows food stamp benefits to continue in a frozen amount for a brief period while former TANF recipients adjust financially to the loss of the TANF grant. At any time during the Transitional Benefits period, the household could decide to reapply and receive a regular food stamp allotment.

1. Transitional Benefits Eligibility

When a TANF case closes, the EW must convert the food stamp case to Transitional Benefits unless the food stamp household is ineligible for Transitional Benefits or the household requests closure of the food stamp case.

Transitional Benefits will apply to any food stamp case:

- if at least one household member is the Case Name or Payee for a TANF case that closed and
- with a closed TANF case.

Transitional Benefits will not apply if:

- the TANF case has a suspended status, regardless of the reason for the suspension;
- the TANF case closed because of noncompliance with TANF Program rules that results in a sanction or disqualification of the TANF benefits;

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- the food stamp case or members have a sanctioned or disqualified status because of noncompliance with Food Stamp Program rules; and,
- the TANF case closed because of the household's failure to renew its eligibility at the end of the certification period.

Eligibility for Transitional Benefits will end the month after approval of the TANF application if the household reapplies and is re-approved for TANF assistance.

2. Calculation of Benefits

Households will receive benefits during the transitional period based on the circumstances that existed at the time of the TANF case closure. In instances where the TANF case is connected to the food stamp case, ADAPT will recalculate food stamps to subtract the TANF grant amount from the food stamp calculation for the month of the TANF case closure. In other instances, the EW must recalculate the benefits. The calculations must reflect the removal of the TANF grant amount and must not include a substitution of the TANF amount with any new income amount that may have caused the TANF case closure. The EW must leave all other eligibility factors in place, including income, deductions and household composition.

The EW must not reflect any changes in the food stamp allotment during the Transitional Benefits period. As the agency discovers changes or the household reports changes in its circumstances, the EW must act on those changes for food stamps but override any system recalculations of the allotment to reflect the "frozen" amount as calculated above. In instances where household members leave the household and subsequently apply in another food stamp household, the EW must delete the household members who are in another food stamp household and adjust the allotment for the new household size. In other words, during the Transitional Benefits period, except for household composition changes to delete members to prevent duplicate participation, the EW must not adjust benefits to reflect changes.

Households receiving Transitional Benefits will not be entitled to adjusted benefits through a mass change if a mass change occurs during the Transitional Benefits period.

3. Transitional Benefits Procedures

The Transitional Benefits period will be for five calendar months after the effective date of the TANF case closure. The certification period for Transitional Benefits cases will be five months. The EW must adjust the original certification period to lengthen or shorten the period so that the certification period will be five months.

The EW must provide the household with a Notice of Action to notify the household of the revised benefit amount and new certification period. The agency must send the Notice of Expiration before the last month of the new certification period to notify the household to reapply for benefits in order to continue to receive food stamp benefits.

Households that receive Transitional Benefits are not required to report changes in their circumstances for the Food Stamp Program. These households are not subject to the Interim Reporting requirements as addressed in Part XIV.

For the work requirement, the 36-month evaluation and limitation on the receipt of benefits must begin the month after the month of the 18th birthday of a household member. This evaluation must stop the month after a household member reaches the 50th birthday.

For children turning two years of age, the dependent care deduction must be adjusted no later than the next recertification after the birth month if an amount that is more than the general dependent care deduction is allowed. The change may be reflected the month following the month the child turns two.

3. Income and Deductions (7CFR 273.10(c), FNS Waiver 910006)

The EW must calculate the allotment using the household members' anticipated income and deductible expenses.

The provisions of this chapter do not generally apply to households with self-employment or contract income. Household members whose income is from self-employment (Part XII.A) or a contract (Part XII.F) will have these types of income averaged as described in the chapters cited. The income is assigned to the months over which it is averaged. If a household member's status as a self-employed person or contract employee changes, the last month to consider income from those sources is the month the change in status occurs.

Households receiving monthly or semi-monthly income, such as state or federal assistance payments, or semi-monthly pay checks, must have the income assigned to the normal month of receipt, even if mailing cycles, weekends or holidays cause the income to be received in a different month.

For the on-line systems used to verify child support or unemployment benefits, mailing and processing days must be added to the payment dates shown to properly reflect the period of receipt for food stamp program purposes. Checks are prepared and mailed on the business day following the APECS disbursement date or the VEC warrant date. Two mail days must be allowed to determine the payment date and month of receipt. For support payments that are directly deposited in a bank account, the bank statement should be used to determine the payment date and month of receipt.

The EW must take into account the income already received by the household during the application process and any anticipated income the household and local agency are reasonably certain will be received during the months of certification. If the amount of income, or when it will be received, is uncertain, that portion of the household's income that is uncertain shall not be counted by the local agency.

For migrant and seasonal farmworker households, the judgement of the

EW that income is reasonably certain to be received is to be based on formal or informal commitments for work for individual households, rather than on the general availability of work in an area. Also, income should not be based on an assumption of optimum weather or field conditions.

If the total amount of the income is unknown, the portion that the EW can anticipate with reasonable certainty is countable as income. The worker should not automatically project amounts of past income to the household or assume that current income will continue without exploring the situation with the household.

The EW must advise households to report all changes in gross monthly income, as described in Part XIV.

For earned income sources, the EW must discuss the work patterns with the household by considering:

- the number of days and hours normally worked
- whether overtime pay is available or likely
- whether the job is subject to external forces, such as weather
- the number of days usually missed and if pay is affected

Work patterns or patterns of receiving income must be considered when determining income or in determining whether to average several monthly amounts to more accurately project future income. Document the decisions made regarding averaging, the exclusion or inclusion of certain amounts, etc.

For new income sources, the EW must determine rate of pay, the number of hours expected, pay date, pay period and date of receipt. Complete information must be known before counting the income. Estimating amounts by using the rate of pay multiplied by the expected number of hours is acceptable if representative pay stubs are not available. After the initial pay cycles are established, pay stubs or payroll records must be used to project the income unless the EW documents that the information is not representative and why an estimate should be used.

At initial application and reapplication, the income generally to count is the income verified for the calendar month before the month of application. For recertifications, the income generally to count is the income verified for the month before the month certification ends. However, if the income for this period is not the amount the household expects to receive during the certification period, the EW must work with the household to determine the correct amount.

The EW must request income verification for at least the month before the application filing date, including establishing the onset and termination of income. For applications filed at the end of the month, the EW should also verify the income for the application month. If income amounts change by \$25 or more from one pay period

PART XIV

HANDLING CHANGES

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A. CHANGES DURING THE CERTIFICATION PERIOD

When changes occur within the certification period that affect the household's eligibility or the amount of the **benefit** allotment, the agency must act to adjust the household's benefit level. The responsibility for changes lies with both the recipient household and the local agency. The household must report certain changes in income and household status; the local agency must act to make adjustments in entitlement and benefit level based on reported changes and for changes the agency initiates. **Unless prohibited, certified households must file an Interim Report about their circumstances during the certification period.**

1. Changes that Must Be Reported

Certified households must report the following changes in their circumstances:

- a. A new physical or mailing address.
- b. When the total income exceeds the gross income limit based on household size at the time of certification or the Interim Report evaluation. The income limits are:

Household Size	Income Limits			
	Monthly Amount	Weekly Amount	Bi-Weekly Amount	Semi-monthly Amount
1	\$ 960	\$223.26	\$ 446.51	\$ 480.00
2	1,294	300.93	601.86	647.00
3	1,628	378.60	757.21	814.00
4	1,961	456.05	912.09	980.50
5	2,295	533.72	1,067.44	1,147.50
6	2,629	611.40	1,222.79	1,314.50
7	2,962	688.84	1,377.67	1,481.00
8	3,296	766.51	1,533.02	1,648.00
Additional members	+ \$334	+ \$77.67	+ \$153.34	+ \$167

- c. Persons exempt from time-limited benefits of the Work Requirement because they are working for an average of 20 hours per week must report when their work hours fall below 20 hours weekly.

Households that receive benefits through the Transitional Benefits component for former TANF recipients do not have to report changes except changes in their address.

Households must report the changes listed above within 10 calendar days from the date the household knows of the change **or, at the**

latest, 10 days into the next month after the month the change occurs. The 10-day reporting period will begin the day the household knows of the change. If the household is uncertain of the exact date or amount of the change, then the 10-day reporting period will begin the day the change occurs.

The household may report a change on the Change Report Form, by telephone, by personal contact, by mail, or electronically. **The household may also report a change of its circumstances with the filing of the Interim Report.** A household member, an authorized representative, or any person having knowledge of the household's circumstances may report the change to any staff member of the local agency. When the household reports the change by mail, the report will be timely as long as the postmark of the letter is within the required 10-day period regardless of when the local agency receives the information.

During the interview, the EW must advise an applicant of the responsibility to report changes within the required period and of the changes the household must report. The EW must provide the household the telephone number of the food stamp office and, **if necessary**, a toll-free number or a number for accepting collect calls from households outside the local calling area.

The local agency must provide the Change Report Form to each household at initial application and reapplication. Additionally, the local agency must provide the form at recertification, if the household needs another form, and whenever the household returns a form. The EW must discuss use of the form with the household during the interview.

An applying household must report changes related to its Food Stamp eligibility and benefits at the certification interview. The household must report the changes noted at the beginning of this chapter that occur after the interview but before the date of the Notice of Action to approve the case within 10 days of the date of the approval notice.

2. Local Agency Action on Changes (7 CFR 273.12(c), 273.2(f))

The agency must act promptly to terminate or to adjust benefits when changes in household circumstances or income reported by recipient households or otherwise become known to the agency, including changes initiated by the agency. **While the household is required to report only the elements listed at the beginning of this chapter, the agency must act on all information received to adjust food stamp benefit level or eligibility unless the household receives benefits through the Transitional Benefits component for former TANF recipients. For Transitional Benefits cases, the EW must input changed information in**

ADAPT during the Transitional Benefits period but then grant benefits in the frozen amount calculated when the TANF case closed by using the override feature of ADAPT. See Part XII.H.

The Appendix to this chapter contains charts that outline the procedures for handling changes **reported or discovered during the certification period.**

The agency has 10 days from the date the agency learns of the change to act on the change. When the reported change requires a reduction, termination or suspension of benefits, the EW must issue an advance notice within 10 calendar days, beginning with the date the agency receives the change, unless one of the exemptions for mailing the notice in Part XIV.B is applicable. In these cases, depending on the change, the agency must send an adequate notice if a notice is required at all.

Part III.F contains required agency actions needed in response to information obtained through IEVS. The household or the source of information must verify unverified information received through IEVS. If the agency opts to obtain verification from the household, the agency must request the information in writing and allow the household 10 days to respond. The agency must send an advance notice to terminate the case if the household fails to respond timely.

If the household reports the addition of a new member, that person may not be included in the allotment until the agency knows the income and resource information about the individual.

Required Supplemental Allotments

If the reported change requires an increase in the household's benefits, the change must be reflected no later than the first allotment issued ten (10) days after the date the change was reported. However, if the increase in benefits is a result of the addition of a new household member, or is the result of a decrease of \$50 or more in the household's gross monthly income, the agency must reflect the change no later than the month following the month in which the change was reported. If it is too late in the month to adjust the upcoming month's allotment, it will be necessary to issue a supplementary allotment by the 10th of the upcoming month.

The allotment for a household assigned to a subsidized work placement for TANF will remain at the amount authorized for the household for the month immediately preceding the placement in the subsidized work component. A supplement must be issued if the employment services worker determines that good cause exists if the amount of wages earned is less than the amount of the combined TANF and food stamp benefits. In addition, when changes occur which result in an

allotment increase of at least \$25, the EW must review the case to see if net wages from the subsidized job and any advance tax credit payments continue to equal or exceed the combined amount of benefits from TANF and food stamps. The household must receive a supplement if the TANF and food stamp benefit amounts exceed the amount of net wages.

Voluntary Supplemental Allotments

At its option, the local agency may give supplemental for individual household changes in the month of the changes. The agency may not give supplemental allotments for household composition changes. The agency may give supplemental allotments for income reductions or increased shelter, medical or dependent care expenses.

If the agency opts to provide supplements, the agency must give the supplements for all similar situations, e.g., medical expenses more than \$100, loss of income or income reductions of \$200 or more, etc.

Changes and Verification

When a change will increase benefits, the agency must require verifications before the issuance of the second normal monthly allotment reflecting the change. If the household does not provide verification, the household's benefits will revert to the original benefit level. If there is a refusal to cooperate documented, the agency must close the case with an advance notice. The agency does not have to issue an advance notice if benefits revert to the original level because of the lack of verification if the previous notice so advised the household at the time of the increase.

Whenever a change will decrease benefits, the agency must obtain required verifications before recertification. The agency must also obtain required verification before recertification when a change neither increases nor decreases benefits.

The agency must request and obtain verification for earned income changes. The agency must verify changes in unearned income, voluntarily reported medical expenses and actual utility expenses if the source changed or, the amount changed by more than \$25 since the last verification.

If the EW learns of a change in medical expenses, from a source other than the household, the EW must act on the change if the expense is verified upon receipt and if the EW can make the change without additional information or verification from the household. If action on the change requires additional information from the household, the EW may make the change during the certification period.

The agency must obtain verification for changes in:

- 1) residency
- 2) identity (if the person whose identity was verified is no longer a household member)
- 3) immigrant status
- 4) shelter expenses
- 5) dependent care expenses
- 6) liquid resources
- 7) monies received that are reported as loans.

See Part III.A.1 for verification requirements.

The agency must request verification for any changes where the information provided is questionable, as defined in Part III.A.2, or for information that is incomplete, inaccurate, inconsistent or outdated. The local agency cannot require verification of other changes except as indicated here but this is not to restrict the agency from seeking clarification or explanations of the household's circumstances.

When attempts to verify mandated items prove unsuccessful because the person or organization fails to cooperate with the household and the local agency, the EW must determine the information to be used for food stamp purposes based on the best available information. The agency must explore alternate sources of verification available.

Request for Verification

Whenever the agency learns of a change or a potential change in the household's circumstances **during the certification period**, the local agency must determine the impact of the change on the household's eligibility and benefit level. The EW must initiate the review of the change within ten days of the notification of the change.

The EW must prepare and send the *Request for Verification* form to the household's address. The EW must complete the form to request information or to request that the household complete an action within ten calendar days. See Part XXIV for a copy of the verification form.

a. Timely Response - No change Reported

If the household responds timely to the *Request for Verification* form and there are no changes in the household's circumstances, the EW must take no other case action related to the change report.

b. Timely Response - Changes Reported

The EW must send the household a *Request for Verification* form when a household must clarify its situation or provide additional information. The household has ten days to provide the requested information. If the household responds to the agency request for information within the ten-day limit and it reports changes in its circumstances, the agency must evaluate the changed information within ten days of receiving the information. If the change results in an increased allotment, the EW must send the Notice of Action to show the allotment change for the next month. If the agency provides voluntary supplemental allotments for similarly reported changes, the EW must approve the supplemental allotment for the current month, in addition to the change for the next month. If the change results in a reduction or termination of benefits, the EW must send the household the Advance Notice of Proposed Action or the Notice of Action to allow a minimum of ten days for the household to appeal before the reduction or termination becomes effective.

c. Untimely Response - No Changes

The EW must send a food stamp household a *Request for Verification* form when a household must clarify its situation or provide additional information. The household has ten days to provide the requested information. If the household does not respond within the ten-day period, the EW must send the household an Advance Notice of Proposed Action or Notice of Action to close the case. If the household responds before the effective date of the closure and there are no changes in the household's circumstances, the EW must rescind the adverse action notice and reinstate the case in ADAPT.

d. Untimely Response - Changes Reported

The EW must send a household a *Request for Verification* form when a household must clarify its situation or provide additional information. The household has ten days to provide the requested information. If the household does not respond within the ten-day period, the EW must send the household an

Advance Notice of Proposed Action or *Notice of Action* to close the case. If the household responds after the reporting period but before the effective date of the closure, and reports changes to its circumstances, the agency must review the change report and determine the impact, if any, on the household's eligibility or benefit level. If the household remains entitled to an allotment in spite of the information, the EW must send a *Notice of Change* to increase benefits from zero to the revised amount.

e. No Response to the Request for Verification

If the household does not respond to the request for information by the tenth day, the EW must send the household an adverse action notice to close the case. The basis for the case's closure will be the household's failure to provide verification.

If the verification request form is undeliverable by the post office because of the address, the EW must send the verification request to the new address, if one is supplied by the post office and the new address is in the same Virginia locality as the EW taking the action. If a returned address indicates that the household is no longer in the locality, the Eligibility Worker must close the case. Depending on when the changes occurred in a household's circumstances, the agency might need to file a claim for benefits that the household incorrectly received.

Suspension

When changes cause a household to become ineligible and it appears that the ineligibility will be temporary, the agency may suspend benefits for one month rather than close the case. The EW must send An *Advance Notice of Proposed Action* to suspend unless the change meets one of the exceptions for sending the notice. After the month of suspension, if ineligibility continues, the EW must close the case. The agency must send another *Advance Notice of Proposed Action*. If the ineligibility is indeed temporary, the EW must reinstate the case effective the month following the suspension.

3. Changes in Public Assistance (7 CFR 273.12(f))

The provisions described in this section do not apply to households converting to Transitional Benefits when the TANF case closes.

If a change for a PA case requires either a reduction or termination in public assistance benefits and reduction or termination in food

stamp benefits, the agency must issue a single *Advance Notice of Proposed Action* for both the public assistance and food stamp actions. If the household requests a fair hearing within the period provided by the *Advance Notice of Proposed Action*, the agency must continue the household's food stamp benefits on the basis authorized immediately before sending the notice. The household must reapply for food stamp benefits if the certification period expires before the fair hearing process is over however. If the household does not appeal, the change goes into effect according to the procedures specified in Part XIV.A.2.

If any household's benefits will increase as a result of the reduction or termination of public assistance benefits, the EW must not take any action to increase the household's food stamp benefits until the household decides whether it will appeal the public assistance adverse action. If the household decides to appeal and its Public Assistance benefits continue, the household's food stamp benefits must continue at the previous allotment amount. If the household does not appeal, the EW must make the change effective according to the procedures in Part XIV.A.2 except the date the notification of the change is received is the day after the date the Public Assistance *Advance Notice of Proposed Action* expires.

If a change results in the termination of a household's Public Assistance benefits and the EW does not have enough information to determine how the change affects the household's food stamp eligibility or benefit level, the EW must take the following action:

- a. When the EW sends the PA *Advance Notice of Proposed Action* the EW must wait until the notice period expires or until the household requests a fair hearing, whichever occurs first. If the household requests a fair hearing and the Public Assistance benefits continue pending the appeal, the household's food stamp benefits must continue at the previous allotment amount.
- b. If a PA *Advance Notice of Proposed Action* is not required or the household decides not to request a fair hearing or continuation of PA benefits, the EW must send the household a *Request for Verification* form to seek information or clarification from the household. If the household does not respond within ten days, the EW must send an adverse action notice to close the case.

In cases jointly processed in which the SSI determination results in denial, and the local agency believes that food stamp eligibility or benefit levels may be affected, the local agency must send the *Request for Verification* form for the household to clarify its situation within ten days. The EW must close the case if the household does not respond to the verification request.

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4. Mass Changes (7 CFR 273.12(e))

A mass change is one that affects the entire caseload or significant portions of the caseload. The State or Federal Government will periodically initiate a change of this type. Mass change notices are not required if the change does not affect any current allotments, such as an increase in net income limits. For mass changes that only affect benefits for a portion of the caseload, the agency may opt to send notices to the households potentially or actually affected by the change only instead of the entire caseload. These changes could include a mass change in TANF grant amounts,

For mass changes that result in a reduction or termination of benefits, the agency does not need to send an *Advance Notice of Proposed Action*. Each household must receive an individual notice that a change will occur however.

The local agency must prepare the mass change notice and issue the notice to households if the agency uses a general notice. The local agency must submit the notice to the Regional Specialist for prior approval. Households must receive the notice no later than the benefit availability date. The state office may periodically issue mass change notices.

Minimal information needed on the mass change notice includes:

- a. the general nature of the change;
- b. examples of the change's effect on allotments;
- c. the month in which the change will take effect;
- d. the household's right to a fair hearing;
- e. the household's right to continue benefits as long as its appeal is filed in a timely manner and the issue appealed is the improper computation of Food Stamp eligibility or benefits, or the misapplication or misinterpretation of federal law or regulation;
- f. general information on whom to contact for additional information; and,
- g. the liability the household will incur for any overissued benefits if the fair hearing decision is adverse.

Instead of the above notice, the agency may send each household an individual *Notice of Action*.

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Mass changes include (7 CFR 273.12(e)):

- a. Adjustment to the maximum allowable monthly income.
- b. Adjustment to the shelter cost deduction.
- c. Adjustments to the dependent care deduction.
- d. Adjustment of the utility standard.
- e. Adjustment of the standard deduction.
- f. Adjustment of the full coupon allotment.
- g. Cost-of-living adjustments in Social Security and SSI benefits.
- h. Any other cost-of-living adjustments in benefits such as VA or Black Lung, when the State notifies local agencies that a change will be a mass change.
- i. Mass changes to TANF or GR grants.
- j. **Monthly supplements to TANF grants based on the receipt of child support issued at the beginning of the month.**

Many of the mass changes listed in this section may be effective October 1 of each year.

Local and state agencies will receive instructions for implementing mass changes as the changes occur.

5. Failure to Report Changes

Households must report certain changes in circumstances as specified in Part XIV.A. If the EW discovers during the certification period that a household failed to report a change as required and, as a result, received benefits to which it was not entitled, the EW must issue an Advance Notice of Proposed Action and establish a claim against the household according to Part XVII.A if the agency has enough information to determine ineligibility or the new benefit level. If the agency does not have enough information to determine a new benefit level or ineligibility, the EW must send the *Request for Verification* to allow the household ten days to clarify information or to supply verification. The household must supply information or take required action within ten days or the EW must close the case. The EW will have ten days to act on the change from the date the agency learns of the change.

The agency may not disqualify household members for failing to report a change. In addition, the agency may not file a claim against a household for failure to report a change that it is not required to report.

6. Reductions or Terminations Due to Disqualification (7 CFR 273.11(c)(3))

When the agency determines that an individual ineligible within the household's certification period, the EW must determine the eligibility or ineligibility of the remaining household members.

- a. If a household's benefits are reduced or terminated within a certification period because one of its members was disqualified due to intentional program violation, the EW must notify the remaining members of their eligibility and benefit level at the same time the excluded member is notified of his or her disqualification. The household is not entitled to an *Advance Notice of Proposed Action*, but may request a fair hearing to contest the reduction or termination of benefits, unless the household has already had a hearing on the amount of the claim.
- b. If a household's benefits are reduced or terminated within the certification period because one or more of its members is an ineligible alien, was sanctioned while he or she was participating in a household disqualified for failure to comply with Workfare requirements, was ineligible because of non-compliance with work requirements, or was disqualified for refusal to obtain or provide an SSN, the EW must issue an *Advance Notice of Proposed Action* that informs the household of the exclusion, the reason for the exclusion, the eligibility and benefit level of the remaining members and the actions the household must take to end the exclusion.

7. Retention of Cases When Households Temporarily Leave Project Area

The provisions of this section will not apply to households with current TANF or Refugee Assistance recipients if the agency transfers a TANF or Refugee Assistance case.

When a participating household is forced to seek temporary housing outside the city/county of usual residence, but still in Virginia, the original locality may, at its option, keep the case in active status for up to two calendar months after the move to another Virginia locality. The case must close at the end of the second month if the household does not return to the original locality. The case must close even if it remains the household's intent to return to the locality. The agency must send an adequate notice to close the case.

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Changes to reflect the new address, shelter costs, income, household composition, or any other reported changes must be acted on and verified, if necessary, in accordance with the "Local Agency Action on Changes" section of this chapter.

The EW must consider the distance to the household's temporary address in deciding to keep a case active after the move from the locality.

If the distance and/or other concerns such as inadequate transportation would hinder continued participation, the EW should close the case and instruct the household to apply in the new locality. In addition, the EW should close the case if the moving household's circumstances are unknown or are uncertain. The EW must close the case if the household requests closure.

This policy only applies to ongoing cases, including households due for recertification. Newly applying and reapplying households must file applications in the current locality of residence. If the household moves while a new application or reapplication is pending, the original locality must determine eligibility for the month of application and any other month during which the household was in the locality on the first day of the month.

B. INTERIM REPORT FILING

All households must file an Interim Report by the sixth month of the certification period unless they are exempt from filing as noted below. Household composition and financial circumstances at the time of application will be the basis of the food stamp benefit amount for the first half of the certification period unless the household reports a change during the certification period. The household composition and financial circumstances reported on the Interim Report will be the basis of the food stamp benefit amount for the remainder of the certification period unless the household reports additional changes after filing the Interim Report.

1. Exemption from Filing

The following households are exempted from filing an Interim Report:

- a. Households in which there is no earned income and where all adult members are 60 years of age or older or in which all adult members are permanently disabled, as reflected by the receipt of disability income. See Definitions.
- b. Households in which all members are homeless, as defined in Definitions.

- c. Households with at least one adult member who is a migrant or seasonal farm worker. See Definitions.
- d. Households in which any member is eligible for time-limited benefits because of the Work Requirement. To meet the Interim Reporting exemption, the members must be exempt from the Work Requirement because of the Special Exemption Months category only and may not meet any other Work Requirement exemption. See Part XV.
- e. Households that receive Transitional Benefits for former TANF recipients.

2. Interim Reporting Filing

A household that is required to file the Interim Report must have a 12-month certification period. On or about the twentieth of the fifth month of the household's certification period, the State Department of Social Services will create and mail the Interim Report to all households so identified by the EW in ADAPT. Upon identifying cases due an Interim Report and producing information for the Interim Report each month, the ADAPT system will suspend the case's eligibility. A list of cases sent the Interim Report and a copy of the Interim Report for the household will be available to the local agency through the Data Warehouse.

a. Household Responsibilities

The household must complete the Interim Report and return it to the local agency by the fifth day of the sixth month. If the household reports a change in its circumstances, the household must supply verification of the changed elements. If the household fails to verify changed deductible expenses, the household will not get credit for the unverified expenses. The household must provide additional information or verifications as requested by the local agency within the time allowed. Any responsible household member or authorized representative may complete the Interim Report.

b. Agency Responsibilities

The local agency must review the list of cases sent the Interim Report against the returned forms. If a household fails to return the form by the fifth day of the sixth month of the certification period, the agency must send the household another form along with the *Interim Report Form - Request for Action* form. The household will have ten days from the mail date to return the second Interim Report.

The agency must assess Interim Report forms returned from households for completeness, accompanied verifications and reported changes. If the returned Interim Report is incomplete or lacks required verifications of reported changes, the agency must send the *Interim Report Form - Request for Action* form and the original Interim Report to the household. The household will have ten days to supply information, verification, or to complete the form. The agency must photocopy the incomplete Interim Report before sending the form back to the household.

The agency must consider the report incomplete if:

- The Case Name, head of the household, responsible household member or authorized representative has not signed the form;
- The household fails to submit verification of changed income, resources or residency;
- The household fails to provide information needed to determine eligibility or benefit level; or
- The household failed to address all questions

Note: The household does not need to submit verification of self-employment or contract income that has been averaged.

If the household fails to return the Interim Report or the follow up Interim Report or if the household fails to provide needed verifications and the original Interim Report returned for completion, the EW must act to close the case effective the last day of the sixth month. The household will not receive benefits beginning with the seventh month. The agency does not need to send either an advance or an adequate notice when the household fails to submit a completed Interim Report or fails to take required actions or to supply requested verifications.

The EW must make adjustments, as needed, to reflect information from the Interim Report in a household's eligibility and benefit level effective the seventh month. The EW must notify the household of the benefit calculation based on the Interim Report for the second half of the certification period and act to reinstate the case in ADAPT after the evaluation of the Interim Report. The agency must provide an adequate notice to notify the household of the benefit calculation.

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C. ADVANCE NOTICE OF PROPOSED ACTION

The household must receive written notice prior to any action to reduce or terminate benefits within the certification period. The advance notice period is 10 days and begins with the day following the date the notice is given or mailed to the household.

The agency may the Notice of Action for this purpose, unless benefits in both TANF and Food Stamps are being reduced or terminated simultaneously. In that case, use the Advance Notice of Proposed Action. Both forms and instructions are in Part XXIV. The Appeals and Fair Hearings pamphlet must be provided if computer-generated versions of the forms are used.

The following chart indicates which IEVS or other matches or inquiries require independent verification before advance notice can be sent:

<u>Source</u>	<u>Independent Verification?</u>
Department of Motor Vehicles (DMV)	Yes
Virginia Employment Commission (VEC) Unemployment Benefits	No
VEC-Earnings	Yes
BENDEX - OASDI Benefits	No
SDX - SSI Benefits	No
Internal Revenue Service - Unearned Income	Yes
BEERS - Earned Income	Yes
Social Security Number Match	No
Operation Talon (a match with law enforcement agencies to detect fleeing felons or parole/ probation violators)	No
SVES:	
Work credits/quarters	No
Prisoner files	Yes
Unearned income received through SSA	No

Neither an advance notice nor an adequate notice is necessary when (7 CFR 273.13(b)):

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1. All members of the household have died.
2. The household has moved from the locality, except in those situations where the agency opts to retain the case according to Part XIV.A.7.
3. Restoration of benefits is complete and the household had previous notification when the increased allotment would terminate.
4. Allotment fluctuates monthly due to anticipated changes and the household had prior notice at the time of certification.
5. Simultaneous applications were made for TANF/GR and food stamps and the household was notified that receipt of financial assistance could reduce the benefit level.
6. A household is given a normal certification period under expedited service contingent on the receipt of postponed verification, provided the household receives written notice that benefits may be reduced or terminated upon receipt of the postponed verification or if verifications postponed are not received.
7. A household's benefits were increased based on a reported change and are decreased to the original amount when no verification is received, as long as the household was advised at the time of the increase. (See Part XIV.A.2.)
8. All members have moved into an institution that does not meet the requirements of Part VII.C.1a-d.
9. The household voluntarily requests to end its participation in the Food Stamp Program **or requests to end Transitional Benefits** and makes the request in writing or in the presence of an EW. If the household does not provide a written request, the local agency must send the household a letter to confirm the voluntary withdrawal.
10. A participating household fails to respond to a demand letter requesting repayment of a claim and benefit reduction is invoked.
11. **The household fails to return a completed Interim Report provided the agency mailed the household an *Interim Report Form - Request for Action* form and another Interim Report or the original incomplete form.**

In instances where the agency does not need to send a notice if the household had prior notice of the change, the agency must send an advance notice if the household did not receive a notice.

In addition, the advance notice is not necessary when a change is reported before the beginning of the certification period even though the Notice of Action to inform the household of approval may have already been sent.

Example

A household files for recertification and is approved on July 18. A Notice of Action is given on this same day. The new certification period is to begin August 1. On July 25, the household reports a change that would decrease August's benefits. The Advance Notice of Proposed Action is not required. Instead, a revised Notice of Action is sent.

The advance notice may be retracted if it is mailed by mistake. It may also be retracted if it becomes unnecessary because the household's situation changes during the advance notice period. The household must be informed of the retraction.

If an advance notice is mailed giving erroneous information, a corrected notice must be mailed. If the new allotment will be more than that which the household has already been told, continue with the original effective date. If the new allotment amount will be less than that which the household has already been told, begin the 10-day advance notice period again.

Example

An advance notice is mailed on October 20 to decrease benefits to \$50. The new amount should have been \$45. A corrected notice is mailed on October 25.

Decrease benefits to \$50 effective November 1. Decrease benefits to \$45 effective December 1.

D. ADEQUATE NOTICE

The time for providing adequate notice of a change in benefits is by the time the changed benefits are received by the household, or, if benefits are terminated, by the time the benefits would have been received had the case not been closed. The *Notice of Action* is to be used for this purpose. The form and instructions for its use are in Part XXIV.

In the following situations, while an advance notice is not required, adequate notice is necessary when:

1. Certain mass changes take place (see Part XIV.A.4.).

2. A waiver to an *Advance Notice of Proposed Action* is signed because continuing the original benefit amount will result in a claim for which the household may be required to repay. The EW must explain to the household that it is the household's choice whether or not to sign the waiver.
3. A household is converted from cash and/or a voluntary benefit repayment of a claim to benefit reduction. (See Part XVII.F.).
4. Benefit reduction is invoked when a participating household responds to a demand letter by requesting renegotiation of the repayment schedule but the agency determines renegotiation is not warranted. (See Part XVII.F.)
5. The person is a resident of a drug or alcoholic treatment center or group living arrangement and the facility loses its FNS authorization or its certification from the appropriate State or local agency.

Note: Residents of group living arrangements applying on their own behalf are still eligible to participate.
6. A household member is disqualified for fraud, or the benefits of the remaining household members are reduced or terminated to reflect the disqualification of that household member.
7. The local agency determines that, based on reliable information, the household will not be residing in the locality as of the first day of the next month unless the provisions of Part XIV.A.7 apply.
8. A certified household's address is unknown and mail has been returned by the post office indicating no known forwarding address.
9. A household files a timely request for a fair hearing and requests continuation of benefits in response to a prior notice to reduce or terminate benefits.
10. **A household is due a revised amount of benefits or the household is not eligible for benefits based on the evaluation of a completed Interim Report.**
11. **A household becomes ineligible for Transitional Benefits, such as when it reapplies for and receives TANF assistance.**

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E. ODD SUPPLEMENTAL ALLOTMENTS

There will be occasions when a household is entitled to an odd allotment of \$1.00, \$3.00, or \$5.00. This can occur when a household reports a change that requires that a supplemental allotment be given (Part XIV.A.), when a replacement allotment is given because stamps were reported as destroyed (Part XVIII), when restoration of lost benefits is given (Part XVI.A.), or when an allotment reduction calculation results in an entitlement to \$1.00, \$3.00 or \$5.00 (Part XVII.F.).

When an EW determines entitlement to a \$1.00, \$3.00, or \$5.00 allotment, the authorization document must reflect the higher even dollar amount. The EW must document the case record to explain the discrepancy. In an allotment reduction situation, the amount credited toward the claim must reflect the higher even dollar amount that was issued.

Example

A household is eligible for a \$13 allotment. The allotment reduction formula requires \$10 to be recouped. However, \$13 minus \$10 equals \$3, which must be raised to \$4 for issuance purposes. The agency therefore posts a \$9 allotment reduction (\$13 minus the \$4 actually issued equals a \$9 reduction).

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A. GENERAL PROVISIONS

All persons who are able to work must be working or actively engaged in a work activity in order to receive food stamps. Unless an exemption to the Work Requirement exists, individuals may receive food stamps for only three months during a 36-month period. **After the initial three-month period (Y1 benefits), an individual may receive benefits through a Special Exemption (E9) to allow certification up to six months. Special Exemption E9 months may also extend the certification period to six months for households with members who regain eligibility.**

A nonexempt able-bodied household member must:

1. work for cash wages in any amount or for in-kind goods or services for 20 hours or more per week, averaged monthly;
2. participate in and comply with requirements of an employment services program operated by the Department of Social Services, other than job search, for 20 hours or more per week or for the number of hours assigned for the work experience component as calculated by the household's allotment divided by the federal minimum wage;
3. participate in and comply with non-departmental (DSS) work programs for 20 hours or more per week;
4. serve in an unpaid, volunteer capacity for a public or private agency, at a minimum, for the number of hours that is equal to the household's allotment divided by the federal minimum wage; or
5. any combination of these activities

in order to receive food stamps beyond three months. A nonexempt able-bodied household member may also participate in and comply with Workfare program requirements (Part XXII) in order to receive food stamps beyond three months. If the member was unable to work, as described above, because of good cause, the member will meet the Work Requirement as long as the absence is temporary and the member retains the job.

The 36-month period is a fixed period from the first of the month in which a household containing an individual subject to the Work Requirement is certified. The 36-month period will begin and continue for any household member between the ages of 18 and 50, even if an exemption from the work requirement exists for that member at the time of certification or other case action. Tracking must be completed for all persons within the age range, even when they are exempt.

Any month in which an affected individual receives the full benefit month as part of a certified household will count toward the three-month limit.

Months in which a household receives prorated benefits will not count toward the three-month limit. Months in which the household does not receive an allotment because benefits are prorated to zero (i.e., less than \$10) will not count toward the limit however. Months in which a certified household is eligible to receive benefits but does not actually participate do not count toward the three-month period. Months for which a household repays benefits received erroneously also will not count toward the three-month limit once the household repays the claim in full.

A work program, for the purposes of this provision, will include programs operated under the Workforce Investment Act (WIA) and the Trade Adjustment Assistance Act in addition to the agency-sponsored employment and training programs. Job search activities assigned through FSET or other state or local social services programs are not acceptable tasks to count toward establishing a household member's eligibility for continuing benefits beyond the initial three-month limit. Job search activities assigned through WIA will be evaluated as an acceptable task however.

After three months of receiving benefits **and a varying of E9 months**, an individual, not exempt from the Work Requirement, is not entitled to additional benefits during the balance of the 36-month period, except as allowed in Part XV.C. The agency must send an advance notice to participating households when a member becomes ineligible to participate further. These household members are disqualified household members during any period in which the individuals do not meet the Work Requirement. See Parts VI.C and XII.E for a discussion of disqualified household members.

Ongoing households with members who are not eligible because of the work requirement must continue to report changes involving these members.

B. WORK REQUIREMENT EXEMPTIONS

The following persons are exempt from the Work Requirement:

1. Any person who is under 18 years of age or over 50 years of age. See Part XIII.A.2.
2. Any person who is medically certified as mentally or physically unfit for work.
3. Any adult member of a food stamp household of which a child under age 18 is present.
4. A pregnant woman.
5. Any resident of **an exempt locality. The exemption may be based on the unemployment rate of the locality or its identification as a Labor Surplus Area.**

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6. Any person who is otherwise exempt from work registration as outlined in Part VIII.A.1.

The agency must establish the 36-month period and track the reasons for the exemption for each person that meets an exemption other than age.

C. REGAINING ELIGIBILITY

Nonexempt individuals denied eligibility after **being eligible for** three months **of Y1 initial benefits**, or those who would have been denied if an application had been filed, can regain eligibility. These individuals may regain eligibility only under specific conditions for the balance of the 36-month period. Individuals who regain eligibility by being exempted from the requirement will remain eligible as long as the exemption exists. Individuals who regain eligibility through work activities, as listed below, are eligible for a maximum of three months **of Regained Benefits (Y2)** if they are no longer working or involved in a work activity.

1. Eligibility Dependent on Changes in Circumstances

Food stamp eligibility may be reestablished for an individual who loses eligibility because of the Work Requirement if the individual becomes exempt from the Work Requirement as listed in Chapter B. For participating households, an individual may regain eligibility the month following the month the change occurs. Reapplying households may regain eligibility on the date of application or a later date if the individual's status has changed.

2. Eligibility Dependent on Work Activities

Nonexempt individuals denied after **being eligible for** the initial three-month **period of Y1** benefits, or any subsequent period of unemployment, may regain eligibility only if the individual:

- a. Works 80 hours or more during a 30-calendar day period;
- b. Complies with Workfare requirements during a 30-calendar day period; or
- c. Complies with requirements of work programs identified in Part XV.A for 80 hours or more during a 30-calendar day period.

The case record must be documented to show that the required work effort met the 80-hour/30-day requirement. The documentation must include the number of hours, place and

period of employment. Households may not use any work activities performed before the three-month eligibility period **for Y1 or Y2 benefits** have expired to regain eligibility.

Nonexempt individuals who have received their three initial months of benefits (Y1) can receive food stamps for up to three consecutive months (Y2) once the 80-hour, 30-day requirement has been satisfied. **Once the evaluation period for regained benefits begins, the period must continue even if the individual is ineligible for food stamp benefits during a portion of the period.** Benefits for the second three-month period may be provided only if the qualifying work (a-c above) has terminated or is reduced below the qualifying standards of Chapter A. **Once the EW establishes eligibility for Y2 benefits, the individual may receive Special Exemption benefits to extend the certification period to six months.**

If the qualifying work continues after the initial 80 hours, eligibility may continue under the normal Work Requirement rules. Entitlement to the Y2 benefits is postponed until a later time during which the household member is no longer working or is no longer exempt from the Work Requirement.

Applications filed for nonexempt household members before the completion of the 80 hours/30-day rule must be denied if the 80 hours will not be completed during the month of application. If the 80 hours will be completed during the month of application but after the application filing date, benefits must be prorated from the date after eligibility is established. See Part XIII.D.2 for additional information regarding the calculation of benefits.

Regaining and Maintaining Eligibility

After receipt or authorization of the second set of benefits (Y2), following subsequent periods of unemployment or underemployment (less than 20 hours per week), a nonexempt member must regain (a-c above) and maintain that eligibility by engaging in a work activity as required by Chapter A. During a period of unemployment or underemployment, a nonexempt member is not eligible for benefits. There is no limit to the number of times a member may engage in this regaining-maintaining eligibility cycle.

Localities Whose Residents Are Exempted from the Work Requirement*

July 1999- June 2000	July 2000- June 2001	July 2001- April 2003	May 2003 June 2004
Accomack	Accomack	Accomack	Appomattox
Bath	Buchanan	Buchanan	Bland
Buchanan	Danville	Carroll	Buchanan
Danville	Dickenson	Danville	Carroll
Dickenson	Essex	Dickenson	Danville
Essex	Giles	Giles	Dickenson
Giles	Halifax	Grayson (3/02)	Galax
Halifax	Henry/	Halifax	Giles
Highland	Martinsville	Henry/ (3/02)	Grayson
Lee	Lee	Martinsville	Halifax
Norton	Norton	Lee	Henry/Martinsville
Nottoway	Prince Edward	Norton	Lancaster
Pittsylvania	Russell	Russell	Lunenburg
Prince Edward	Smyth	Surry	Mecklenburg
Russell	Surry	Tazewell	Northumberland
Smyth	Tazewell	Wise	Norton
Surry	Williamsburg		Patrick
Tazewell	Wise		Petersburg
Washington			Pittsylvania
Williamsburg			Pulaski
Wise			Russell
Wythe			Smyth
			Surry
			Williamsburg
			Wise
			Wythe

*The agency must track the work requirement for all household members except those persons under 18 or over age 50.

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PART XXIV

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VIRGINIA DEPARTMENT
OF SOCIAL SERVICES

NOTICE OF EXPIRATION

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COMMONWEALTH OF VIRGINIA
DEPARTMENT OF SOCIAL SERVICES

FOOD STAMP PROGRAM
NOTICE OF EXPIRATION

TO: [

FOOD STAMP CASE NUMBER
COUNTY / CITY
DEPARTMENT OF SOCIAL SERVICES
ADDRESS
CITY, STATE, ZIP
TELEPHONE NUMBER

YOUR FOOD STAMP CERTIFICATION WILL END ON (MO., DAY, YR.)

In order to receive uninterrupted benefits after your current certification ends, you must file a new application by _____

(Mo./Day/Yr.) and be found eligible based on the information given for this application. The application may be completed during the interview in our office. You may also request an application form to complete yourself or have it completed for you prior to your interview. The application must contain a name, address and signature. An interview in our office is required. (If this is impossible, please call and we will make special arrangements for you.) We can only begin processing your request for continued certification when you come in for your interview or we receive your application form. The application form may be filed in person, by mail, by fax, or by your authorized representative at the address given above or below. If you fail to come in for your interview or file an application by the specified date, you cannot be assured of continued participation without interruption.

We have arranged an appointment for an interview on _____ at the address above, unless an alternate address is listed below. If you miss this or any interview scheduled by the local social services agency for your food stamp application, it will be your responsibility to reschedule it. It will also be necessary for you to provide your eligibility worker with proof of your income and expenses and other information if requested in order to receive uninterrupted benefits.

If you do not agree with the action taken on your application, you have the right of appeal. If you decide to appeal, you must do so within ninety days after being informed of this department's decision. You may get an appeal form from this department or from the State Department of Social Services, 730 East Broad Street, Richmond, VA 23219-1849, or you may file your appeal by calling toll free 1-800-552-3431.

If all members of your household are now receiving Supplemental Security Income (SSI) or plan to apply for SSI, you may reapply for food stamps at the social security (SSA) office instead of filing your application at the local social services department. If you choose to do this, the social security office must also receive your application by the date indicated above. SSA will send the application on to the food stamp office for recertification processing.

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ALTERNATE AGENCY ADDRESS:
SIGNATURE OF ELIGIBILITY WORKER

DATE

☐ MAILED
☐ GIVEN

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NOTICE OF EXPIRATION

FORM NUMBER - 032-12-157 (Manual version 032-03-157)

PURPOSE OF FORM - To advise the household (1) that its certification period is about to expire; and, (2) that a new application is necessary to establish further entitlement.

USE OF FORM - Households approved in the last month of their certification period, i.e., households certified retroactive to a previous month(s), must have the expiration notices at the time of certification. All other households must have the expiration notices no later than the last day of the next to the last month of the current certification period, but not earlier than the first day of the next to the last month of the current certification period. When the agency mails the Notice of Expiration, allow two days for delivery in addition to the postmark date. The Notice of Expiration will run on the 8th of the month. If the 8th is on a weekend or holiday, the Notice of Expiration will run on the last working day before the weekend or holiday.

NUMBER OF COPIES - Two.

DISPOSITION OF FORM - The agency must give or mail the original Notice of Expiration to the head of the household. One (1) copy remains in the case file.

INSTRUCTIONS FOR PREPARATION OF FORM - Complete all blanks.

Below the agency's address enter the date the certification period will end, which is the last day of the last month of certification, in the space provided. Enter an alternate address for the agency at the bottom of the form, if appropriate.

Enter the date by which the household must file an application for recertification. For households approved in the last month of their certification period, this will be 15 calendar days from the date the notice will be received. (Allow two days for mailing in addition to the postmark date.) For all other households, this will be the 15th calendar day of the last month of certification.

Indicate whether the agency mailed or gave the form to the recipient on the date indicated.

Enter information regarding an interview date and time.

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COMMONWEALTH OF VIRGINIA
DEPARTMENT OF SOCIAL SERVICES**CHANGE REPORT**

CASE NAME	CASE NUMBER
WORKER NAME	LOCALITY
AGENCY TELEPHONE NUMBER	

You must report the changes listed below for your Food Stamps or Temporary Assistance for Needy Families (TANF) case.

Report changes within 10 days of the day they occur; but, if you are reporting increased income, you have until the 10th day of the following month to report the change.

ADDRESS CHANGE

New Address (Street, Apt. Number)	City, State Zip	Telephone
-----------------------------------	-----------------	-----------

INCOME FOR YOUR HOUSEHOLD GOES OVER THE LIMIT BELOW

Number of People in your Household	Gross Income Limits			
	Monthly	Weekly	Every 2 weeks	Twice a month
1	\$ 960	\$ 223.26	\$ 446.51	\$ 480.00
2	1,294	300.93	601.86	647.00
3	1,628	378.60	757.21	814.00
4	1,961	456.05	912.09	980.50
5	2,295	533.72	1,067.44	1,147.50
6	2,629	611.40	1,222.79	1,314.50
7	2,962	688.84	1,377.67	1,481.00
8	3,296	766.51	1,533.02	1,648.00
For each additional member add	+ \$334	+ \$77.67	+ \$155.34	+\$167

These amounts are good through 9/30/03.

Add gross income for all the people in your household. New income total \$ _____

THE NUMBER OF WORK HOURS IN A WEEK GOES UNDER 20 FOR MEMBERS WHO ARE 18-50 IF THERE ARE NO CHILDREN IN THE HOUSE

NAME	NUMBER OF HOURS	WHERE WORKING
------	-----------------	---------------

**CHANGES THAT MAY AFFECT VIEW PARTICIPATION FOR TANF.
DISCUSS WITH YOUR VIEW WORKER.**

Change that has occurred _____

CHANGES YOU MAY WANT TO REPORT**CHANGE IN SHELTER EXPENSES**

Rent or Mortgage \$ _____ per _____	Property Taxes \$ _____ per _____	Homeowner's Insurance \$ _____ per _____	Electricity \$ _____ per _____
Gas \$ _____ per _____	Oil \$ _____ per _____	Kerosene, Coal, wood, etc. List and give amount _____	
Water/Sewer \$ _____ per _____	Garbage \$ _____ per _____	Telephone (Basic Service Only) \$ _____ per _____	Installation Fees \$ _____ per _____

CHANGE IN DAY CARE EXPENSES

Person paying for care	Person receiving care	Amount billed \$ _____	How often?
------------------------	-----------------------	---------------------------	------------

CHANGE IN MEDICAL EXPENSES FOR MEMBER WHO ARE 60 OR MORE OR DISABLED

Name	Type of expense	Amount billed \$ _____

CHANGE IN LEGALLY OBLIGATED CHILD SUPPORT PAID TO ANOTHER HOUSEHOLD

Person paying support	Person receiving support	Amount legally obligated \$ _____ per _____	Amount paid \$ _____ per _____
-----------------------	--------------------------	--	-----------------------------------

HOW LONG DO YOU EXPECT THE CHANGE(S) TO CONTINUE

() YES () NO Do you expect any of the change(s) you listed on this report to continue beyond this month? If YES, explain

PENALTY WARNING

- DO NOT GIVE FALSE INFORMATION OR HIDE INFORMATION TO CONTINUE RECEIVING FOOD STAMPS.
- DO NOT GIVE OR TRADE OR SELL YOUR EBT CARD TO ANYONE NOT AUTHORIZED TO USE THEM FOR YOUR HOUSEHOLD.
- DO NOT USE FOOD STAMP BENEFITS TO BUY NON-FOOD ITEMS, SUCH AS ALCOHOLIC BEVERAGES, TOBACCO, OR OTHER INELIGIBLE ITEMS.

ANYONE WHO INTENTIONALLY BREAKS ANY OF THESE RULES COULD BE BARRED FROM THE FOOD STAMP PROGRAM FOR 12 MONTHS FOR THE 1ST VIOLATION, 24 MONTHS FOR THE 2ND VIOLATION, AND PERMANENTLY FOR THE 3RD VIOLATION; SUBJECT TO \$250,000 FINE, IMPRISONED UP TO 20 YEARS, OR BOTH; AND SUSPENDED FOR AN ADDITIONAL 18 MONTHS AND FURTHER PROSECUTED UNDER OTHER FEDERAL AND STATE LAWS. ANYONE WHO INTENTIONALLY GIVES FALSE INFORMATION OR HIDES INFORMATION ABOUT IDENTITY OR RESIDENCE TO RECEIVE FOOD STAMP BENEFITS IN MORE THAN ONE LOCALITY AT THE SAME TIME COULD BE BARRED FOR 10 YEARS. ANYONE COURT CONVICTED OF TRADING OR SELLING FOOD STAMP BENEFITS OF \$500 OR MORE COULD BE PERMANENTLY BARRED. ANYONE COURT CONVICTED OF TRADING FOOD STAMPS FOR A CONTROLLED SUBSTANCE COULD BE BARRED FOR 24 MONTHS FOR THE 1ST VIOLATION AND PERMANENTLY FOR THE 2ND VIOLATION. ANY ONE COURT CONVICTED OF TRADING FOOD STAMP BENEFITS FOR FIREARMS, AMMUNITION, OR EXPLOSIVES COULD BE BARRED PERMANENTLY FOR THE 1ST VIOLATION.

I declare that all information I gave on this form is correct and complete to the best of my knowledge and belief.

Signature _____ Date _____

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CHANGE REPORT

FORM NUMBER - 032-03-051

PURPOSE OF FORM - To provide a recipient household with a method of reporting changes in circumstances.

USE OF FORM - Recipient households may use the form to report changes in circumstances. Households must report changes to the agency when they occur but no later than 10 days **after the month of the change**.

NUMBER OF COPIES - One.

DISPOSITION OF FORM - The agency must provide the Change Report to all households at the time of initial application and reapplication **and at recertification if the income limits listed on the form have changed or if the household needs another form. The agency must also provide the Change Report form** whenever the household returns a completed one.

INSTRUCTIONS FOR PREPARATION OF FORM - **The EW must complete information at the top of the form before providing the form to the household.**

**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF SOCIAL SERVICES
FOOD STAMP PROGRAM
REQUEST FOR VERIFICATION/MISSED INTERVIEW**

TO:		
	Case Name: _____	Case Number: _____
	Agency: _____	Date: _____

In order to determine your eligibility for food stamps or your continued eligibility for food stamps, you must provide the following information or take the following actions:

- _____ Proof of your address
 ☐ Verification Form Attached
- _____ Proof of who lives in your household and relationship
- _____ Proof of your household's income
 ☐ Verification Form Attached
- _____ Other _____

Please take the requested action by _____ or we will close your food stamp case or deny your application.

_____ You missed the interview to discuss your food stamp application on _____.
You must reschedule the interview or we will deny your application.

_____	_____
Eligibility Worker	Telephone number

Reminder: Be sure to report changes in your circumstances to the agency within 10 days.

Request for Verification/**Missed Interview**

FORM NUMBER - 032-03-385

PURPOSE OF FORM - To request a household provide clarification or verification of the household's circumstances or to notify the household of a missed scheduled interview.

USE OF FORM - The Eligibility Worker (EW) must complete the form to request clarification, verification, or action taken by an applying or participating household. The household must take the requested action within ten days. The EW must follow this form with an Advance Notice of Proposed Action or Notice of Action if the agency alters the household's eligibility or benefit level in response to the Request for Verification form.

This form is not intended to amend the request for information or verification needed for an application. The EW should send a revised Checklist of Needed Verifications in this instance.

NUMBER OF COPIES - Two.

DISPOSITION OF FORM - The agency must mail the form to the household and retain a copy of the completed form.

INSTRUCTIONS FOR PREPARATION OF FORM - The worker must complete the general case information and note the specific request for which the household is responsible for completing, including rescheduling an interview. The worker must also include the deadline for the submission of the information that is ten days after the mailing date. **The EW does not need to include a date at the bottom of the form if the household fails to attend a scheduled interview if this is the sole purpose for sending the household the notice.**

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Commonwealth of Virginia
Department of Social Services
REQUEST FOR ASSISTANCE
— ADAPT —

GENERAL INFORMATION

This Request for Assistance is the first part of the application process. You must also complete the second part of the application process by (1) having an interview, or (2) completing an Application for Benefits form, or the appropriate Medicaid application.

With this Request for Assistance, you can begin the application process for one or more of the following assistance programs. You can also use this Request to request a Medicaid resource assessment for long term care.

- Food Stamps
- Temporary Assistance for Needy Families (TANF)
- Medicaid
- Children's Health Insurance
- General Relief
- Emergency Assistance
- State and Local Hospitalization
- Auxiliary Grants
- Refugee Resettlement Program

COMPLETE AND ACCURATE INFORMATION

You must give complete, accurate, and truthful information. If you refuse to give needed information, your eligibility for assistance may not be able to be determined. Information regarding your race is not required, but if you decide not to give this information, your worker will complete that section. If you knowingly give false, incorrect, or incomplete information, or fail to report changes, you could lose your benefits and be arrested, prosecuted, fined and/or imprisoned. If you knowingly give false, incorrect, or incomplete information in order to help someone else receive benefits, you could be arrested and prosecuted for fraud. You must also provide required verifications.

SPECIAL INFORMATION FOR FOOD STAMP APPLICANTS

You can begin the application process for Food Stamps by completing this Request for Assistance or by completing only the information in the boxes below and providing at least your **name, address, and signature**. You must complete the rest of the application process before your eligibility can be determined.

You must also be interviewed. Under certain hardships, you can be interviewed by telephone. You must turn in this Request for Assistance before you are interviewed. This is important because if you are eligible for the month in which you apply, your food stamp amount will be based on the date you actually turn in your Request.

EXPEDITED SERVICE FOR FOOD STAMPS

Your household may qualify for Expedited Service and receive food stamps within 7 days if you are eligible and your gross monthly income is less than \$150 and liquid resources are \$100 or less; or, your monthly shelter bills are higher than your household's gross monthly income plus your liquid resources; or, your household is a migrant or seasonal farmworker household with little or no income and resources. **GIVE THE INFORMATION REQUESTED IN THE BOXES BELOW, SO YOUR ELIGIBILITY FOR EXPEDITED SERVICE CAN BE DETERMINED.**

Total money expected this month before deductions	\$ _____
Total cash, money in checking/savings accounts, CDs	\$ _____
Total rent or mortgage for this month	\$ _____
Total utility expenses for this month	\$ _____
Do not count amounts due for previous months Count only the basic telephone service cost. Is anyone in your household a migrant or seasonal farmworker?	
YES ()	NO ()

NAME	DATE OF BIRTH
ADDRESS	SOCIAL SECURITY NUMBER
	TELEPHONE
SIGNATURE	DATE

VERIFICATION AND USE OF INFORMATION

The information that you give may be matched against Federal, State, and local records including the Virginia Employment Commission and the Department of Motor Vehicles to determine if it is correct, accurate, and truthful. In addition, your Social Security Number (SSN) will be used to verify your identity, prevent receipt of benefits from more than one social service agency at the same time, and make required program changes.

The INCOME AND ELIGIBILITY VERIFICATION SYSTEM (IEVS) will also be used to verify information. This system uses your SSN to verify wages and salary, unemployment benefits, and unearned income by using records from the Internal Revenue Service and the Social Security Administration. The State Verification Exchange System (SVES) uses your SSN to verify your receipt of social security and Supplement Security Income (SSI) benefits. It is also used to verify quarters of coverage under Social Security, if you are an alien. In addition, the Immigration and Naturalization Service (INS) will be used to verify the status of aliens. Any difference between the information you give and these records will be investigated. Information from these records may affect your eligibility and benefit amount. If a food stamp claim arises against your household, the information on this application, including all SSNs, may be referred to Federal and State agencies, as well as private claims collection agencies, for claims collection action.

VIRGINIA SOCIAL SERVICES - BENEFIT PROGRAMS BOOKLET

This booklet contains information about the programs available at your local social services agency plus other very important information you should know, including your responsibilities. **READ THIS BOOKLET CAREFULLY.** Refer to the **APPEALS** Section if you have a complaint about an action taken on your case.

COMPLETING THE REQUEST FOR ASSISTANCE

If you need help completing this Request for Assistance, a friend or relative or your eligibility worker can help you. If you are completing this Request for someone else, answer each question as if you were that person. If you need to change an answer or make a correction, write the correct information nearby and put your initials and date next to the change. If more than 6 people are living in your home and you need more space to list everyone, tell the agency you need extra pages.

FILING A REQUEST FOR ASSISTANCE

You may turn in a partially completed Request for Assistance which contains at least your **name, address, and signature** (or the signature of your authorized representative), but you must complete the rest of the application process before your eligibility can be determined. For some programs, you must also be interviewed, but you may turn in your Request for Assistance before your interview.

You may turn in your Request for Assistance any time during office hours the same day you contact your local social services agency. You have the right to turn in your Request for Assistance, even if it looks like you may not be eligible for benefits.

Your Food Stamp Rights

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs and disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

AGENCY USE ONLY

EXPEDITED SERVICE DETERMINATION

Income less than \$150 and

Resources \$100 or less

YES () NO ()

Income plus resources less than shelter bills

YES () NO ()

For migrants or seasonal farmworkers:

Resources \$100 or less, and in next 10 days,
\$25 or less is expected from new income;

OR

Resources \$100 or less, and no income
is expected from a terminated source for the rest of
this month or next month.

YES () NO ()

EXPEDITE IF YES TO ANY OF THE ABOVE

AGENCY USE ONLY

AGENCY USE ONLY			
CASE NAME	CASE NUMBER(S)	PROGRAM(S)	REGISTRATION NUMBER
APPLICATION TYPE	LOCALITY	WORKER	CASELOAD NUMBER
DATE OF SERVICE REFERRAL		DATE RECEIVED	

- | | | |
|--|--------------------------------|------------------------------|
| APPLICANT'S NAME | C/O NAME | PHONE NUMBER (HOME/MESSAGES) |
| RESIDENCE ADDRESS (INCLUDE CITY, STATE, AND ZIP) | MAILING ADDRESS (IF DIFFERENT) | (WORK)
DIRECTIONS TO HOME |

3. **LIST EVERYONE LIVING IN YOUR HOME**, even if you are not requesting assistance for that person. List yourself on the first line. If you are married, list your spouse on the second line. Then list everyone else. Provide the information requested for each person listed. Check (✓) type of assistance requested for each person. If no assistance is requested, check **NONE** for that person. A Social Security Number and an Alien Registration Number do not have to be provided for any individual for whom assistance is not being requested.

[illegible]

* RACE: (Not required) Use these codes to indicate RACE: 1 - White, 2 - Black or African American, 3 - American Indian or Alaska Native, 4 - Asian, 5 - Native Hawaiian or other Pacific Islander.

** ETHNICITY: (Not required) Use these codes to indicate ETHNICITY: 1 - Hispanic or Latino, 2 - Not Hispanic or Latino

4. List anyone from # 3 above who is pregnant: _____
or who is disabled: _____
5. List anyone from # 3 above who is requesting Medicaid who had medical treatment during the 3 months before this request: _____

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6. YES () NO () Have you or anyone for whom you are applying ever applied for or received or are currently receiving any benefits from a social services agency, including Food Stamps, AFDC, TANF, Medicaid, Children's Health Insurance, General Relief, Auxiliary Grants, Foster Care, Adoption Assistance, Refugee Other or Refugee Medicaid Other?

Person Who Applied for or Received Benefits	Under What Case Name	Type of Benefits Received
When	From What County or City or State	

7. YES () NO () Does anyone have any of the following emergencies? If YES, check (✓) the type of emergency and explain the cause.
() Food () Shelter () Medical () Clothing () Other Emergency Cause: _____

8. YES () NO () Is there anything that you would like to talk about with a service worker? This could include concerns about your children, school problems, day care needs, family planning, family violence, referrals to other community organizations, or other problems or concerns. If YES, explain.

Explain:

BY MY SIGNATURE BELOW I DECLARE, UNDER PENALTY OF PERJURY, THAT ALL OF THE FOLLOWING ARE TRUE:

I understand:

- All of the information in the GENERAL INFORMATION Section on pages 1 and 2.
- If I give false, incorrect, or incomplete information, I may be breaking the law and could be prosecuted for perjury, larceny, or welfare fraud.
- If I helped someone else complete this form so as to get benefits he or she is not entitled to receive, I may be breaking the law and could be prosecuted.

I received the Benefit Programs Booklet YES () NO () MEDICAID APPLICANTS: I received the Virginia Medicaid Handbook YES () NO ()

All information I gave on this Request for Assistance is correct and complete to the best of my knowledge and belief. I authorize the release to this agency of all information necessary to determine my eligibility.

I filled in this Request for Assistance myself. YES () NO () If NO, it was read back to me when completed. YES () NO ()

APPLICANT OR AUTHORIZED REPRESENTATIVE'S SIGNATURE OR MARK	DATE	WITNESS TO MARK OR INTERPRETER	DATE

COMPLETE THE BOX BELOW IF THIS REQUEST FOR ASSISTANCE WAS COMPLETED FOR THE APPLICANT BY SOMEONE ELSE:

NAME OF PERSON COMPLETING APPLICATION	DATE	ADDRESS
PHONE NUMBER (HOME)	PHONE NUMBER (WORK)	RELATIONSHIP TO APPLICANT

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REQUEST FOR ASSISTANCE

FORM NUMBER - 032-03-875

PURPOSE OF FORM - To indicate intent to apply for benefits by applicant.

USE OF FORM - To be completed by an applicant to begin the application process through the ADAPT system. The form completed with the applicant's name, address and signature will secure the application date regardless of the eventual date of completion of the interactive interview and signed Statement of Facts. The form will also allow an evaluation of entitlement to expedited service processing.

NUMBER OF COPIES - One.

DISPOSITION OF FORM - The form must be retained in the case record with the appropriate Statement of Facts.

INSTRUCTIONS FOR PREPARATION OF FORM - General instructions appear of the form for completion.

If changes need to be made after the application is completed, the applicant should write the revised information near the original entry. The applicant must initial and date the changes. Except for agency-use sections, eligibility workers may not add to or write on a completed application.

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COMMONWEALTH OF VIRGINIA
DEPARTMENT OF SOCIAL SERVICES

INTERIM REPORT FORM - REQUEST FOR ACTION

Case Name: _____

Case Number: _____

Agency: _____

Date: _____

You were required to send in a completed Interim Report to this agency by the fifth (5th) of the month. Please note the information checked below.

() We have not received an Interim Report form from you. A copy of the Interim Report is attached. When you send it in, please make sure you answer every question, attach all the information the report asks for, and sign and date the report. Be sure to send in proof of your income if you or anyone in your household works.

() The Interim Report form you submitted was incomplete. The form you submitted is attached. This form is incomplete because:

1. () You did not answer every question. Please answer the following questions: _____

2. () Proof of some of the statements made on your report was missing, and without the proof we are requesting, the amount of food stamps or TANF you receive may be decreased or your case closed. Please send in the following proof: _____

3. () You did not sign and/or date the report. Please sign and date the report.

You must return a completed Interim Report and proof of any changes within ten (10) days, by _____. If you do not submit a completed report by this date, your Food Stamp or TANF case may be closed or the amount of benefits you get may be reduced. You will not receive an additional notice unless the information you submit changes your benefits.

If you are unable to complete the Interim Report or if you have any questions about how to complete it or what information you need to send in, you may ask your local agency worker for help.

Worker	Telephone Number	For Free Legal Advice Call
--------	------------------	----------------------------

APPEALS AND FAIR HEARINGS

If you do not agree with the action we are proposing or the amount of benefits you are receiving, you may have a fair hearing on your case. At the hearing you will have a chance to explain why you think we made a mistake and a hearing officer will decide if you are right. To request a fair hearing, you may call me at the number listed or write to the **Virginia Department of Social Services, Attention: Manager, Appeals & Fair Hearings, 730 East Broad Street, Richmond, Virginia 23219-1849**. You may also request a fair hearing for food stamps by calling toll free **1-800-552-3431**. You must request your fair hearing within the next 30 days for TANF and within the next 90 days for food stamps. If you appeal the action on your case within 10 days of the date on this form assistance may continue. However, if assistance is continued, you may have to repay benefits you received during the appeal process if the hearing decision supports the agency action.

A fair hearing provides you the opportunity to review the way a local social services agency has handled your situation concerning your need for money payments or food stamps. The fair hearing is a private, informal meeting at the local social services agency with you and anyone you wish to bring as a witness or to help you tell your story, such as a lawyer. A representative of the local agency will be present as well as a hearings officer. The hearings officer is the official representative of the State Department of Social Services.

In addition to filing an appeal, you have the right to request a conference with your local social services agency, at which time the agency must give you an explanation of its proposed action. You will have the opportunity to present any information on which your disagreement with the agency's proposed action is based. At the conference, you have the right to have your story presented by an authorized representative, such as a friend, relative, or lawyer.

If you request the conference within 10 days of receipt of your notice to decrease or terminate your money payment or food stamps, the proposed action will not take place until a decision is made at your conference.

If you are not satisfied with the local social services agency's action following the conference, and you want to request that your money payments be continued as usual until a hearing decision is received, you must file an appeal within two days following the date of the conference. You must request the appeal within 10 days of the conference date for Food Stamps. If you do not request a conference but file your appeal within 10 days of your advance notice of action to reduce, suspend, or terminate your services, money payments, or food stamps, your benefits may be continued until a hearing decision is reached. However, if the agency action is upheld, you will be required to repay assistance received during the appeal process.

You will be notified of the date and time for your hearing at the local social services agency or at a location agreeable to you and the agency. If you cannot be there on that day, call the hearing officer and your eligibility worker immediately. If you need transportation, the local agency will provide it. You may bring a representative and/or witnesses to the hearing to help you tell your story. Your service or eligibility worker, a local agency supervisor, and possibly other agency staff who know about your case may also be at the hearing to tell how the agency's decision was reached.

At the hearing, you and/or your representative will have the opportunity to:

- (1) Examine all documents and records used at the hearing;
- (2) Present your case or have it presented by a lawyer or by another authorized representative;
- (3) Bring witnesses;
- (4) Establish pertinent facts and advance arguments; and
- (5) Question or refute any testimony or evidence, including the opportunity to confront and cross-examine adverse witnesses.

The decision of the hearings officer is based exclusively on evidence and other material introduced at the hearing, except when medical information is requested or other essential information is needed. In such an event, you and the local social services agency would have the opportunity to question or refute this additional information.

You will be notified in writing of the hearings officer's decision on your appeal within 60 days of the date your appeal request is received by the State Department of Social Services.

It is **YOUR RIGHT TO APPEAL** decisions of the local social services agency. If you want more information or help with an appeal, you may contact the local social services agency. It will not cost you anything to request a fair hearing, and you will not be penalized for asking for a fair hearing. If you desire free legal advice, you may contact your local legal aid office.

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INTERIM REPORT FORM - REQUEST FOR ACTION

FORM NUMBER - 032-03-649

PURPOSE OF FORM - To notify a household of required actions it must take for submitting the Interim Report or any needed verifications.

USE OF FORM - The agency may use this form to tell households what action is needed to process the Interim Report to avoid closure of the case.

NUMBER OF COPIES - Two

DISPOSITION OF FORM - The agency must notify households when they fail to complete the Interim Report form or fail to submit needed verification or information. If the household fails to submit the Interim Report, the EW must include another copy of the Interim Report with this request for action. If the household files an incomplete form or fails to submit needed information, the EW must return the original Interim Report to the household along with this action form.

INSTRUCTIONS FOR PREPARATION OF FORM - The EW must complete identifying case and agency information at the top of the form. The EW must complete the action required of the household and include a date for submitting the form or information/verification. The EW must sign and date the form and include a telephone number for legal assistance.

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COMMONWEALTH OF VIRGINIA
DEPARTMENT OF SOCIAL SERVICES
DIVISION OF BENEFIT PROGRAMS

INTERNAL ACTION AND VAULT EBT CARD AUTHORIZATION

TO: _____ Vault Card Issuance Unit _____ EBT Administrative Terminal Personnel Date ____/____/____

FROM Eligibility Worker/Supervisor: _____ Telephone Number: _____

RE: Case Name: _____ Case Number: _____

I. ☐ Authorization for a Vault EBT Card

Vault card reason: (1) ____ Timely processing (2) ____ Household emergency (3) ____ Agency determination

Case Name Social Security Number _____ Case Name Birth Date ____/____/____

II. ☐ Authorization for crediting the card replacement fee to the household's account

Reason: ☐ Household disaster: ☐ Lost in the mail ☐ Household Violence
☐ Improperly manufactured ☐ Reapplication, no card ☐ Cardholder name changed

III. ☐ Convert balance to coupons. ☐ ADAPT address confirmed with household.

IV. ☐ Reactivate dormant EBT account.

V. ☐ Repay FS Claim of \$ _____ from ☐ Active ☐ Dormant/expunged account

Issuance/Administrative Unit Use

I. EBT Vault Card Number: _____ Card destroyed on ____/____/____

Type of identification seen:

☐ Driver's License ☐ Rent/Utility Bill/Receipt ☐ School ID Card
☐ Work ID Card ☐ Library Card ☐ Social Security Card
☐ Other _____

I acknowledge that I received my EBT card. I understand that I need to select a Personal Identification Number to use my benefits.

Cardholder's Signature

Date

☐ Cardholder failed to pick up vault card

☐ Card destroyed
☐ Vault card not prepared

II. Replacement fee credited on ____/____/____.

III. Benefits converted on ____/____/____.

IV. EBT account reactivated on ____/____/____.

V. Repaid \$ _____ to FS Claim on ____/____/____.

Completed by _____

Issuance/Administrative Worker

Date

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Internal Action and Vault EBT Card Authorization

FORM NUMBER - 032-03-387

PURPOSE OF FORM - The Eligibility Unit will use this form to communicate with the Issuance or Administrative Unit in the local agency.

USE OF FORM - The EW must complete the top portion of the form to authorize the Issuance Unit to prepare and issue a vault card to an eligible household or for the Issuance Unit to convert benefits in the EBT account to coupons. The Eligibility Supervisor must complete the top portion of the form to authorize the Issuance or Administrative Supervisor, as designated by the agency, to credit the card replacement fee to a household's EBT account. The Issuance or Administrative Unit must complete the bottom portion of the form to document the action taken. The primary cardholder must also sign the form to acknowledge receipt of the vault card. **The agency must use the internal action form to document repayment of a claim with funds in an EBT account.**

NUMBER OF COPIES - Three.

DISPOSITION OF FORM - The Eligibility Worker or Supervisor must retain a copy of the form and forward the remaining copies to the Issuance or Administrative Unit for completion. The Issuance or Administrative Unit must retain a copy of the fully completed form and return the second copy to the Eligibility Unit. Upon receipt of the form, the Eligibility Worker or Supervisor must file the copy in the casefile. The initial copy completed only by the Eligibility Unit may be discarded.

INSTRUCTIONS FOR PREPARATION OF FORM - The Eligibility Worker or Supervisor must complete the identifying case and unit information. The EW must complete Sections I, III, IV and V. The EW must note the reason why a vault card is necessary. The Eligibility Supervisor must complete Section II to authorize the crediting of the card replacement fee back to the household's EBT account.

The Issuance Unit must promptly act to prepare a vault card or convert the benefits for a household upon receipt of the form completed by the Eligibility Unit. The Issuance Worker must obtain and record identity verification before releasing the vault card and secure the signature of the cardholder on the form.

The Eligibility Worker may authorize the reactivation of a dormant account using the Internal Action and Vault EBT Card Authorization form. The Primary Cardholder may also contact the Issuance or Administrative Worker directly to request the reactivation of the account.

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The completed form must remain with a prepared vault card until the cardholder comes to the agency. The Issuance Unit must destroy the card after five business days if the cardholder does not receive it or make additional arrangements to receive the card. The Issuance Worker must note the date of the destruction of the card on the form. If the agency opts to wait until the cardholder comes to pick up the vault card before preparing the card, the Issuance Unit must notify the EW if the cardholder fails to obtain the card within five business days after the initial authorization by the certification unit.

The supervisor of the Issuance or Administrative Unit, as determined by the agency, must complete the section to credit the card replacement fee back to the household's EBT account.

The Issuance or Administrative Worker or Supervisor must sign and date the form.

PART XXV FOOD STAMP EMPLOYMENT & TRAINING PROGRAM

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PART XXV FOOD STAMP EMPLOYMENT & TRAINING PROGRAM

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VIRGINIA FSET AGENCIES

AGENCY	FIPS	AGENCY	FIPS
Alexandria	510	Pittsylvania	143
Arlington	013	Portsmouth	740
Bristol	520	Prince William	153
Brunswick	025	Richmond City	760
Chesapeake	550	Roanoke City	770
Danville	590	Roanoke County	161
Fairfax	059	Rockbridge/Lexington/Buena Vista	163
Hampton	650	Smyth	173
Henry/Martinsville	089	Surry	181
King & Queen	097	Tazewell	185
Newport News	700	Virginia Beach	810
Norfolk	710	Wythe	197

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Commonwealth of Virginia
Department of Social Services

FIPS _____ Agency: _____
Contact: _____
Phone Number: _____
E-mail: _____
Report Month: _____

**FOOD STAMP EMPLOYMENT
AND TRAINING (FSET)**

FSET STATISTICAL REPORT

A	Referrals	ABAWD	Non-ABAWD	Vol.
1.	New Registrants			
2.	Re-registrants			
3.	TOTAL			

B	Assessments	ABAWD	Non-ABAWD	Vol.
1.	Initial Assessments			
2.	Reassessments			
3.	Referred, not assessed			
	TOTAL			

C	Pending Status	ABAWD	Non-ABAWD	Vol.
1.	Day Care Barrier			
2.	Transportation Barrier			
3.	Medical Barrier			
4.	Other			
	TOTAL			

D	Inactive Status	ABAWD	Non-ABAWD	Vol.
1.	Day Care Barrier			
2.	Transportation Barrier			
3.	Medical Barrier			
4.	Other			
	TOTAL			

E	Component Assignments	ABAWD	Non-ABAWD	Vol	Tot
1.	Job Search				
2.	Job Search Training				
3.	Work Experience				
4.	Education				
5.	Training				
	TOTAL				

F	Non-compliance	ABAWD	Non-ABAWD
1.	Good cause for Failure to Participate		
2.	Referrals to EW to Sanction		

G	Entered Employment From Component:	Full Time	Part Time
1.	Job Search		
2.	Job Search Training		
3.	Work Experience		
4.	Education		
5.	Training		
	TOTAL		

H	Benefit Reductions	# of cases	Savings
1.	Closed due to Employment		
2.	Reduced due to Employment		
3.	Closed due to Sanction		
4.	Reduced due to Sanction		
	TOTAL		

Monthly On-Board Count

Active	Inactive	RNA	Total

FSET STATISTICAL REPORT

FORM NUMBER - 032-02-086

PURPOSE OF FORM - This form provides a monthly summary of program activities for those agencies operating a Food Stamp Employment and Training Program (FSET).

USE OF FORM - The form provides statistical data for required reports prepared for the USDA Food and Nutrition Service, State Board of Social Services, and General Assembly. It is a monitoring tool for the Central Office.

NUMBER OF COPIES - Original and one copy

DISPOSITION OF COPIES - The agency must forward the original of this report to Division of Finance, 730 East Broad Street, Richmond, Virginia 23219 to arrive no later than the tenth calendar day after the close of the report month. The agency must retain the second copy.

INSTRUCTIONS FOR PREPARATION OF FORM:

Enter the appropriate identifying information in the upper right hand side of the form. Enter the name, telephone number and E-mail address of the person to contact for questions regarding this report.

- A. Enter the number of referred registrants for the month and total them. "Vol." stands for volunteer.
- B. Enter the number of initial assessments and reassessments for the month. Enter the number of referrals received in the month that were not assessed by the end of the month for the "Referred, not assessed" entry. Total the amounts.
- C. Enter the number of pending registrants who have a particular barrier for each category and total them. Medical barrier includes pregnancy.
- D. Enter the number of inactive registrants who have a particular barrier for each category and total them. Medical barrier includes pregnancy.
- E. Enter the number of registrants assigned to a component **during the report month** and total them. **The agency may assign a registrant to more than one component during a month.**

- F. 1. Enter the number of registrants who claimed good cause for failure to participate after receiving the FSET Notice of Sanction for the month.
2. Enter the number of registrants referred to the eligibility worker for a sanction.
- G. Enter the number of registrants who entered full time or part time employment during their assignment to a component.
- H. Enter the number of cases that were closed or reduced due to employment and sanctioning. Include the amount of savings to the closed case or the amount of the reduction to their Food Stamp case.

Monthly On-Board Count - This is a count of registrants carried over from the previous month and is taken on the first day of the report month. The on-board count is an unduplicated count. Registrants must not be included in both this item and in item A.

Active - This is a count of all registrants in an active status on the first day of the report month.

Inactive - This is a count of all registrants in an inactive status on the first day of the report month.

Referred but not assessed (RNA) - This is a count of referrals received and counted in a previous month, but not assessed yet. This count is also taken on the first day of the report month.

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